

Fiscal Year 2014 Budget Request

Office of the Secretary of State



JASON KANDER
Secretary of State

Includes Governor's Recommendations

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OFFICE OF THE SECRETARY OF STATE

The major divisions within the Secretary of State's office are: Administrative Rules, Business Services, Elections, Fiscal and Facilities, Information Technology, Records Services, Securities, and State Library.

The Administrative Rules Division publishes proposed rules and emergency rules in the Missouri Register. An agency may file an emergency rule if the agency finds an immediate danger to the public health, safety or welfare requiring emergency action or if the emergency rule is necessary to preserve a compelling governmental interest that requires an early effective date. The Division also publishes final rules monthly in the Code of State Regulations.

The Business Services Division has three sections: Commissions, Corporations and Uniform Commercial Code. The Secretary of State commissions notaries public, a process which is overseen by the commissions section. The Commissions section certifies notaries for foreign documents, elected officials, and the State Registrar of Vital Statistics. The unit authenticates official acts of the Governor and maintains bonds and oaths of office for state officials. The Secretary of State is responsible for the registration of all Missouri and out-of-state business entities doing business in Missouri. These entities include for profit and nonprofit corporations, and specialized business. The Secretary of State's office is the centralized office for the perfecting of personal property liens and other creditor interests under the Uniform Commercial Code (UCC). The Business Services Division also registers trademarks and service marks and keeps a registry of all marks. The division oversees the *Safe at Home* address confidentiality program that helps protect survivors of domestic violence, rape, sexual assault, or stalking through the use of a designated address.

The Elections Division oversees all statewide elections, for both candidates and issues, which are run at the local level by Missouri's 116 local election officials (county clerks or election boards). Missouri has more than four million registered voters, and in the 2010 November general election, 1.9 million voters went to the polls. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the Secretary of State. The Secretary of State also certifies statewide ballot measures that are proposed by the General Assembly or through the initiative petition process. It is the responsibility of the office to canvass, certify and publish election results.

The Fiscal and Facilities Division provides fiscal, budget, procurement, facilities management support, and general office services to the Office of Secretary of State.

The Information Technology Service Division is responsible for developing, maintaining, and monitoring the information systems within the Office of the Secretary of State to ensure information is functional, accessible, and secured for use by the Office of the Secretary of State, other state departments, counties and the general public.

The Records Services Division has three sections: Missouri State Archives, Local Records, and Records Management. It is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. The Records Services Division, in conjunction with the Missouri State Library, oversees the *Missouri Digital Heritage Initiative*, a statewide program to expand historical information accessible on the Internet.

The Securities Division is responsible for protecting Missouri investors from fraud and for ensuring that firms and individuals that sell securities comply with the securities laws in the state. The division enforces the Missouri Securities Act of 2003. The division is organized into three sections: investor education, enforcement, and registration. The Securities Division also oversees the Missouri Investor Protection Center, which creates and promotes investor education initiatives designed to educate and assist both current and future investors.

Responsibilities of the Missouri State Library are to provide library and reference services to Missouri state government; provide library services to the blind and physically disabled; and promote the development and improvement of library services for citizens throughout the state. The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs to improve the quality of library service for all Missouri citizens. The Reference Services section delivers library services, including access to research databases, to meet the needs of state government. Wolfner Library for the Blind and Physically Handicapped serves as the public library for Missourians unable to use standard print because of a visual or physical disability.

Auditor's Reports, Oversight Evaluations, and Missouri Sunset Act Reports

Program or Division Name	Type of Report	Date Issued	Website
Office of the Secretary of State July 1, 2004 to January 10, 2005, and the Two Years Ended June 30, 2004	Audit	03/2005	http://www.auditor.mo.gov/press/2005-19.pdf
State of Missouri Single Audit July 1, 2004 to June 30, 2005	Audit	03/2006	http://www.auditor.mo.gov/press/2006-18.pdf
State of Missouri Single Audit July 1, 2005 to June 30, 2006	Federal Awards Audit	03/2007	http://www.auditor.mo.gov/press/2007-09.pdf
Office of the Secretary of State July 1, 2004 to June 30, 2007	Audit	10/2007	http://www.auditor.mo.gov/press/2007-60.htm
State HAVA Funds Audit Fiscal Year 2007 - Final Audit Report- Administration of Payments Received Under the Help America Vote Act by the Missouri Secretary of State May1, 2003 Through February 28, 2007	Performance Audit Report	10/2007	http://www.eac.gov/inspector_general/hava_funds_audits.aspx
Office of the Secretary of State July 1, 2008 to June 30, 2010	Audit	12/2010	http://www.auditor.mo.gov/press/2010-164.htm

NEW DECISION ITEM
RANK: 001 OF 006

Department: Office of the Secretary of State	Budget Unit
Division	
DI Name Cost to Continue FY 13 Pay Plan	DI# 0000013

1. AMOUNT OF REQUEST

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	5,221	685	1,586	7,492
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
Total	5,221	685	1,586	7,492
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total
PS	5,221	685	1,586	7,492
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
Total	5,221	685	1,586	7,492
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input checked="" type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input checked="" type="checkbox"/> Pay Plan	<input type="checkbox"/> Other:	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

The Fiscal Year 13 pay plan was funded for 23 pay periods. This will cover the 24th pay period, which will be paid on July 15, 2013 during the Fiscal Year 2014 budget.

RANK: 001 OF 006

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
	5,221		685		1,586		7,492	0.0	
Total PS	5,221	0.0	685	0.0	1,586	0.0	7,492	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	5,221	0.0	685	0.0	1,586	0.0	7,492	0.0	0

NEW DECISION ITEM
RANK: 001 OF 006

Department: Office of the Secretary of State			Budget Unit						
Division									
DI Name Cost to Continue FY 13 Pay Plan			DI# 0000013						
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
Total PS	5,221		685		1,586		7,492	0.0	
	5,221	0.0	685	0.0	1,586	0.0	7,492	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	5,221	0.0	685	0.0	1,586	0.0	7,492	0.0	0

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY13-Cost to Continue - 0000013								
DIR OF POLICY & GOV RELATIONS	0	0.00	0	0.00	51	0.00	51	0.00
PERSONNEL OFFICER	0	0.00	0	0.00	68	0.00	68	0.00
EXECUTIVE ASSISTANT	0	0.00	0	0.00	34	0.00	34	0.00
ELECTIONS DIRECTOR	0	0.00	0	0.00	54	0.00	54	0.00
LOCAL RECORDS DIRECTOR	0	0.00	0	0.00	52	0.00	52	0.00
DIR OF ADMIN RULES/DEP COUNSEL	0	0.00	0	0.00	49	0.00	49	0.00
COMMISSIONS OFFICER	0	0.00	0	0.00	39	0.00	39	0.00
DIRECTOR OF RECORDS MGT	0	0.00	0	0.00	47	0.00	47	0.00
ADMINISTRATIVE SECRETARY	0	0.00	0	0.00	48	0.00	48	0.00
EXECUTIVE SECRETARY	0	0.00	0	0.00	39	0.00	39	0.00
ACCOUNTANT II	0	0.00	0	0.00	29	0.00	29	0.00
EDITOR	0	0.00	0	0.00	65	0.00	65	0.00
ASSISTANT STATE ARCHIVIST	0	0.00	0	0.00	47	0.00	47	0.00
RECORDS ANALYST	0	0.00	0	0.00	53	0.00	53	0.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	21	0.00	21	0.00
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	22	0.00	22	0.00
ADMINISTRATIVE ARCHIVIST	0	0.00	0	0.00	42	0.00	42	0.00
PHOTO MACHINE OPERATOR	0	0.00	0	0.00	61	0.00	61	0.00
COMPUTER INFO TECH II	0	0.00	0	0.00	135	0.00	135	0.00
COMPUTER INFO TECH III	0	0.00	0	0.00	36	0.00	36	0.00
ARCHIVIST	0	0.00	0	0.00	504	0.00	504	0.00
ELECTRONIC RECORDS ARCHIVIST	0	0.00	0	0.00	87	0.00	87	0.00
PART-TIME OTHER	0	0.00	0	0.00	12	0.00	12	0.00
ADMINISTRATIVE AIDE I	0	0.00	0	0.00	43	0.00	43	0.00
DIRECTOR-FIELD OPERATIONS	0	0.00	0	0.00	110	0.00	110	0.00
GRANT OFFICER	0	0.00	0	0.00	34	0.00	34	0.00
SECURITIES COMPLIANCE AUDTR	0	0.00	0	0.00	90	0.00	90	0.00
ASSISTANT COMMISSIONER	0	0.00	0	0.00	57	0.00	57	0.00
READER ADVISOR	0	0.00	0	0.00	144	0.00	144	0.00
SENIOR REFERENCE ARCHIVIST	0	0.00	0	0.00	34	0.00	34	0.00
CLERK I	0	0.00	0	0.00	195	0.00	195	0.00
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	0	0.00	20	0.00	20	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY13-Cost to Continue - 0000013								
SR OFC SUPPORT ASST (CLERICAL)	0	0.00	0	0.00	95	0.00	95	0.00
COMPOSING EQUIPMENT OPER II	0	0.00	0	0.00	25	0.00	25	0.00
PT OTHER-RESEARCH ANALYST I	0	0.00	0	0.00	28	0.00	28	0.00
SENIOR CONSERVATOR	0	0.00	0	0.00	39	0.00	39	0.00
CONSERVATOR	0	0.00	0	0.00	62	0.00	62	0.00
INVESTIGATOR I	0	0.00	0	0.00	88	0.00	88	0.00
INVESTIGATOR II	0	0.00	0	0.00	123	0.00	123	0.00
LICENSING ASSISTANT	0	0.00	0	0.00	25	0.00	25	0.00
LIBRARIAN	0	0.00	0	0.00	212	0.00	212	0.00
COMPUTER INFO TECH SPEC I	0	0.00	0	0.00	270	0.00	270	0.00
DIRECTOR LIBRARY DEV	0	0.00	0	0.00	54	0.00	54	0.00
LIBRARY CONSULTANT	0	0.00	0	0.00	223	0.00	223	0.00
DIRECTOR REF SERVICES	0	0.00	0	0.00	43	0.00	43	0.00
ADMINISTATIVE AIDE II	0	0.00	0	0.00	23	0.00	23	0.00
ADMINISTRATIVE AIDE III	0	0.00	0	0.00	98	0.00	98	0.00
DIRECTOR-WOLFNER LIBRARY	0	0.00	0	0.00	44	0.00	44	0.00
COMPUTER INFO TECH I	0	0.00	0	0.00	121	0.00	121	0.00
SPECIALIST	0	0.00	0	0.00	142	0.00	142	0.00
SUPERVISOR I	0	0.00	0	0.00	24	0.00	24	0.00
SUPERVISOR II	0	0.00	0	0.00	76	0.00	76	0.00
SUPERVISOR III	0	0.00	0	0.00	88	0.00	88	0.00
TECH I	0	0.00	0	0.00	127	0.00	127	0.00
TECH II	0	0.00	0	0.00	632	0.00	632	0.00
TECH III	0	0.00	0	0.00	332	0.00	332	0.00
ACCOUNTANT I	0	0.00	0	0.00	24	0.00	24	0.00
ASSOCIATE EDITOR	0	0.00	0	0.00	26	0.00	26	0.00
COMPUTER INFO TECH TRAINEE	0	0.00	0	0.00	49	0.00	49	0.00
COMPUTER INFO TECH SPEC II	0	0.00	0	0.00	44	0.00	44	0.00
TECH IV	0	0.00	0	0.00	106	0.00	106	0.00
RESEARCH ANALYST I	0	0.00	0	0.00	139	0.00	139	0.00
SENIOR RECORDS ANALYST	0	0.00	0	0.00	34	0.00	34	0.00
DIR OF COMMS & PUB	0	0.00	0	0.00	51	0.00	51	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY13-Cost to Continue - 0000013								
INFORMATION SPECIALIST	0	0.00	0	0.00	32	0.00	32	0.00
RECEPTIONIST II	0	0.00	0	0.00	27	0.00	27	0.00
GRAPHIC ARTS SPECIALIST II	0	0.00	0	0.00	25	0.00	25	0.00
DIRECTOR OF INVESTOR EDUCATION	0	0.00	0	0.00	35	0.00	35	0.00
CHIEF ENFORCEMENT COUNSEL	0	0.00	0	0.00	47	0.00	47	0.00
CHIEF REGISTRATION COUNSEL	0	0.00	0	0.00	47	0.00	47	0.00
DEPUTY CHIEF COUNSEL	0	0.00	0	0.00	40	0.00	40	0.00
SMALL BUSINESS ADVOCATE	0	0.00	0	0.00	14	0.00	14	0.00
DEP DIR POLICY & GOV RELATIONS	0	0.00	0	0.00	20	0.00	20	0.00
PRINC ASST FOR BOARDS & COMMS	0	0.00	0	0.00	32	0.00	32	0.00
SECURITIES SPECIALIST	0	0.00	0	0.00	28	0.00	28	0.00
CHIEF COUNSEL	0	0.00	0	0.00	47	0.00	47	0.00
ELECTIONS COORDINATOR	0	0.00	0	0.00	31	0.00	31	0.00
CURATOR OF EXHIBITS/SPEC PRJCT	0	0.00	0	0.00	39	0.00	39	0.00
HISTORICAL EDUCATOR	0	0.00	0	0.00	30	0.00	30	0.00
SUPERVISING ARCHIVIST	0	0.00	0	0.00	33	0.00	33	0.00
ELECTIONS SPECIALIST	0	0.00	0	0.00	63	0.00	63	0.00
MCVR ELECTIONS SPECIALIST I	0	0.00	0	0.00	29	0.00	29	0.00
MCVR ELECTIONS SPECIALIST II	0	0.00	0	0.00	35	0.00	35	0.00
STATISTICAL RESEARCH ANALYST	0	0.00	0	0.00	41	0.00	41	0.00
COMPUTER INFO TECH MANAGER I	0	0.00	0	0.00	94	0.00	94	0.00
ACCOUNTING SPECIALIST II	0	0.00	0	0.00	84	0.00	84	0.00
DEP DIR OF CREATIVE & SOC MDIA	0	0.00	0	0.00	27	0.00	27	0.00
PROGRAM MANAGER	0	0.00	0	0.00	39	0.00	39	0.00
IMAGING SERVICES MANAGER	0	0.00	0	0.00	33	0.00	33	0.00
DIGITAL COLLECTIONS COORD	0	0.00	0	0.00	36	0.00	36	0.00
DIGITAL PROJECTS SPECIALIST	0	0.00	0	0.00	32	0.00	32	0.00
DEP DIRECTOR OF POLICY & ADMIN	0	0.00	0	0.00	16	0.00	16	0.00
COMMUNICATIONS/PUBLS ASST	0	0.00	0	0.00	24	0.00	24	0.00
SPECIAL INVESTIGATOR	0	0.00	0	0.00	35	0.00	35	0.00
ACCOUNTING ANALYST II	0	0.00	0	0.00	32	0.00	32	0.00
ELECTIONS OPERATION ADMSTR	0	0.00	0	0.00	38	0.00	38	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY13-Cost to Continue - 0000013								
DEPUTY COUNSEL	0	0.00	0	0.00	38	0.00	38	0.00
PROGRAM SPECIALIST	0	0.00	0	0.00	23	0.00	23	0.00
PARALEGAL	0	0.00	0	0.00	26	0.00	26	0.00
DEPUTY DIRECTOR OF PUBLICATION	0	0.00	0	0.00	34	0.00	34	0.00
SPECIAL ASSISTANT	0	0.00	0	0.00	23	0.00	23	0.00
DEPUTY ENFORCEMENT COUNSEL	0	0.00	0	0.00	42	0.00	42	0.00
ELECTIONS ANALYST	0	0.00	0	0.00	26	0.00	26	0.00
SYSTEM PROJECT MANAGER	0	0.00	0	0.00	42	0.00	42	0.00
SYSTEMS ANALYST SPECIALIST	0	0.00	0	0.00	31	0.00	31	0.00
SENIOR AUDITOR	0	0.00	0	0.00	33	0.00	33	0.00
INVESTIGATIONS MANAGER	0	0.00	0	0.00	37	0.00	37	0.00
CENTRAL SERVICES TECHNICIAN	0	0.00	0	0.00	26	0.00	26	0.00
CENTRAL SERVICES SUPERVISOR	0	0.00	0	0.00	29	0.00	29	0.00
ASST DIR FISCAL & FACILITIES	0	0.00	0	0.00	51	0.00	51	0.00
PROCUREMENT OFFICER III	0	0.00	0	0.00	36	0.00	36	0.00
FISCAL & CENTRAL SVCS ASST	0	0.00	0	0.00	21	0.00	21	0.00
TOTAL - PS	0	0.00	0	0.00	7,492	0.00	7,492	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$7,492	0.00	\$7,492	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$5,221	0.00	\$5,221	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$685	0.00	\$685	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$1,586	0.00	\$1,586	0.00

NEW DECISION ITEM
RANK: 2 OF 6

Department : Secretary of State Division DI Name: General Structure Adjustment - Cost of Living	Budget Unit DI#: 0000014
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1. AMOUNT OF REQUEST

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
Total	0	0	0	0
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS	66,628	8,321	19,425	94,374
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
Total	66,628	8,321	19,425	94,374
FTE	0.00	0.00	0.00	0.00

Est. Fringe	17,030	2,127	4,965	24,122
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input checked="" type="checkbox"/> Pay Plan	<input type="checkbox"/> Other:	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

The Governor's Fiscal Year 2014 budget includes a two percent pay raise for all state employees, beginning January 1, 2014. It does not include elected officials, members of the general assembly, or judges covered under the Missouri Citizens' Commission on Compensation for Elected Officials.

NEW DECISION ITEM
RANK: 2 OF 6

Department : Secretary of State	Budget Unit _____
Division _____	
DI Name: General Structure Adjustment - Cost of Living	DI#: 0000014

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

	Dept Req GR	Dept Req GR	Dept Req FED	Dept Req FED	Dept Req OTHER	Dept Req OTHER	Dept Req TOTAL	Dept Req TOTAL	Dept Req One-Time
Budget Object Class/Job Class	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM

RANK: 2 OF 6

Department : Secretary of State					Budget Unit _____				
Division _____									
DI Name: General Structure Adjustment - Cost of Living					DI#: 0000014				
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
Total PS	66,628		8,321		19,425		94,374	0.0	
	<u>66,628</u>	0.0	<u>8,321</u>	0.0	<u>19,425</u>	0.0	<u>94,374</u>	<u>0.0</u>	<u>0</u>
							0		
							0		
							0		
							0		
Total EE	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Program Distributions							0		
Total PSD	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Transfers							0		
Total TRF	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Grand Total	<u>66,628</u>	0.0	<u>8,321</u>	0.0	<u>19,425</u>	0.0	<u>94,374</u>	<u>0.0</u>	<u>0</u>

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY14-COLA - 0000014								
EXECUTIVE DEPUTY SEC OF STATE	0	0.00	0	0.00	0	0.00	846	0.00
INFORMATION TECHNOLOGY DIRECTO	0	0.00	0	0.00	0	0.00	708	0.00
DIR OF POLICY & GOV RELATIONS	0	0.00	0	0.00	0	0.00	568	0.00
PERSONNEL OFFICER	0	0.00	0	0.00	0	0.00	746	0.00
EXECUTIVE ASSISTANT	0	0.00	0	0.00	0	0.00	376	0.00
DEPUTY SECRETARY OF ELECTIONS	0	0.00	0	0.00	0	0.00	708	0.00
ELECTIONS DIRECTOR	0	0.00	0	0.00	0	0.00	610	0.00
LOCAL RECORDS DIRECTOR	0	0.00	0	0.00	0	0.00	589	0.00
SECURITIES COMMISSIONER	0	0.00	0	0.00	0	0.00	835	0.00
DEPUTY SECRETARY OF STATE BUSI	0	0.00	0	0.00	0	0.00	771	0.00
DIR OF ADMIN RULES/DEP COUNSEL	0	0.00	0	0.00	0	0.00	709	0.00
DIRECTOR OF RECORDS MGT	0	0.00	0	0.00	0	0.00	526	0.00
ADMINISTRATIVE SECRETARY	0	0.00	0	0.00	0	0.00	548	0.00
EXECUTIVE SECRETARY	0	0.00	0	0.00	0	0.00	439	0.00
ACCOUNTANT II	0	0.00	0	0.00	0	0.00	324	0.00
EDITOR	0	0.00	0	0.00	0	0.00	724	0.00
STATE ARCHIVIST	0	0.00	0	0.00	0	0.00	724	0.00
ASSISTANT STATE ARCHIVIST	0	0.00	0	0.00	0	0.00	520	0.00
RECORDS ANALYST	0	0.00	0	0.00	0	0.00	609	0.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	1,138	0.00
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	249	0.00
ADMINISTRATIVE ARCHIVIST	0	0.00	0	0.00	0	0.00	473	0.00
PHOTO MACHINE OPERATOR	0	0.00	0	0.00	0	0.00	1	0.00
COMPUTER INFO TECH II	0	0.00	0	0.00	0	0.00	1,130	0.00
COMPUTER INFO TECH III	0	0.00	0	0.00	0	0.00	406	0.00
ARCHIVIST	0	0.00	0	0.00	0	0.00	7,360	0.00
ELECTRONIC RECORDS ARCHIVIST	0	0.00	0	0.00	0	0.00	739	0.00
RECORDS CENTER SUPERVISOR	0	0.00	0	0.00	0	0.00	318	0.00
ADMINISTRATIVE AIDE I	0	0.00	0	0.00	0	0.00	475	0.00
GENERAL COUNSEL	0	0.00	0	0.00	0	0.00	835	0.00
DIRECTOR-FIELD OPERATIONS	0	0.00	0	0.00	0	0.00	1,249	0.00
GRANT OFFICER	0	0.00	0	0.00	0	0.00	420	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY14-COLA - 0000014								
SECURITIES COMPLIANCE AUDTR	0	0.00	0	0.00	0	0.00	1,329	0.00
REFERENCE LIBRARIAN	0	0.00	0	0.00	0	0.00	1,345	0.00
ASSISTANT COMMISSIONER	0	0.00	0	0.00	0	0.00	641	0.00
STATE LIBRARIAN	0	0.00	0	0.00	0	0.00	771	0.00
READER ADVISOR	0	0.00	0	0.00	0	0.00	1,742	0.00
SENIOR REFERENCE ARCHIVIST	0	0.00	0	0.00	0	0.00	376	0.00
CLERK I	0	0.00	0	0.00	0	0.00	2,390	0.00
DIR OF FISCAL & FACILITIES	0	0.00	0	0.00	0	0.00	708	0.00
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	0	0.00	0	0.00	224	0.00
SR OFC SUPPORT ASST (CLERICAL)	0	0.00	0	0.00	0	0.00	1,041	0.00
COMPOSING EQUIPMENT OPER II	0	0.00	0	0.00	0	0.00	282	0.00
SENIOR CONSERVATOR	0	0.00	0	0.00	0	0.00	406	0.00
CONSERVATOR	0	0.00	0	0.00	0	0.00	699	0.00
DIRECTOR CORPORATIONS/PROJ MGR	0	0.00	0	0.00	0	0.00	553	0.00
INVESTIGATOR I	0	0.00	0	0.00	0	0.00	1,385	0.00
INVESTIGATOR II	0	0.00	0	0.00	0	0.00	1,003	0.00
LICENSING ASSISTANT	0	0.00	0	0.00	0	0.00	268	0.00
LIBRARIAN	0	0.00	0	0.00	0	0.00	1,023	0.00
COMPUTER INFO TECH SPEC I	0	0.00	0	0.00	0	0.00	3,419	0.00
DIRECTOR LIBRARY DEV	0	0.00	0	0.00	0	0.00	601	0.00
LIBRARY CONSULTANT	0	0.00	0	0.00	0	0.00	2,374	0.00
DIRECTOR REF SERVICES	0	0.00	0	0.00	0	0.00	479	0.00
ADMINISTATIVE AIDE II	0	0.00	0	0.00	0	0.00	271	0.00
ADMINISTRATIVE AIDE III	0	0.00	0	0.00	0	0.00	1,659	0.00
DEP DIRECTOR FOR PUBLIC SRVCS	0	0.00	0	0.00	0	0.00	476	0.00
DIRECTOR-WOLFNER LIBRARY	0	0.00	0	0.00	0	0.00	488	0.00
COMPUTER INFO TECH I	0	0.00	0	0.00	0	0.00	673	0.00
SPECIALIST	0	0.00	0	0.00	0	0.00	1,612	0.00
SUPERVISOR I	0	0.00	0	0.00	0	0.00	264	0.00
SUPERVISOR II	0	0.00	0	0.00	0	0.00	579	0.00
SUPERVISOR III	0	0.00	0	0.00	0	0.00	1	0.00
TECH I	0	0.00	0	0.00	0	0.00	1,685	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY14-COLA - 0000014								
TECH II	0	0.00	0	0.00	0	0.00	6,495	0.00
TECH III	0	0.00	0	0.00	0	0.00	4,345	0.00
ACCOUNTANT I	0	0.00	0	0.00	0	0.00	272	0.00
SUPERVISOR IV	0	0.00	0	0.00	0	0.00	1,383	0.00
ASSOCIATE EDITOR	0	0.00	0	0.00	0	0.00	292	0.00
COMPUTER INFO TECH TRAINEE	0	0.00	0	0.00	0	0.00	549	0.00
COMPUTER INFO TECH SPEC II	0	0.00	0	0.00	0	0.00	488	0.00
TECH IV	0	0.00	0	0.00	0	0.00	923	0.00
RESEARCH ANALYST I	0	0.00	0	0.00	0	0.00	1,521	0.00
SENIOR RECORDS ANALYST	0	0.00	0	0.00	0	0.00	390	0.00
DIR OF COMMS & PUB	0	0.00	0	0.00	0	0.00	568	0.00
INFORMATION SPECIALIST	0	0.00	0	0.00	0	0.00	272	0.00
RECEPTIONIST II	0	0.00	0	0.00	0	0.00	302	0.00
GRAPHIC ARTS SPECIALIST II	0	0.00	0	0.00	0	0.00	277	0.00
DIRECTOR OF INVESTOR EDUCATION	0	0.00	0	0.00	0	0.00	399	0.00
CHIEF ENFORCEMENT COUNSEL	0	0.00	0	0.00	0	0.00	531	0.00
CHIEF REGISTRATION COUNSEL	0	0.00	0	0.00	0	0.00	541	0.00
DEPUTY CHIEF COUNSEL	0	0.00	0	0.00	0	0.00	455	0.00
SMALL BUSINESS ADVOCATE	0	0.00	0	0.00	0	0.00	468	0.00
DEP DIR POLICY & GOV RELATIONS	0	0.00	0	0.00	0	0.00	367	0.00
PRINC ASST FOR BOARDS & COMMS	0	0.00	0	0.00	0	0.00	349	0.00
SENIOR COUNSEL	0	0.00	0	0.00	0	0.00	708	0.00
SECURITIES SPECIALIST	0	0.00	0	0.00	0	0.00	318	0.00
CHIEF COUNSEL	0	0.00	0	0.00	0	0.00	527	0.00
ELECTIONS COORDINATOR	0	0.00	0	0.00	0	0.00	343	0.00
CURATOR OF EXHIBITS/SPEC PRJCT	0	0.00	0	0.00	0	0.00	442	0.00
HISTORICAL EDUCATOR	0	0.00	0	0.00	0	0.00	336	0.00
SUPERVISING ARCHIVIST	0	0.00	0	0.00	0	0.00	369	0.00
ELECTIONS SPECIALIST	0	0.00	0	0.00	0	0.00	1,149	0.00
MCVR ELECTIONS SPECIALIST I	0	0.00	0	0.00	0	0.00	330	0.00
MCVR ELECTIONS SPECIALIST II	0	0.00	0	0.00	0	0.00	398	0.00
STATISTICAL RESEARCH ANALYST	0	0.00	0	0.00	0	0.00	349	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Pay Plan FY14-COLA - 0000014								
COMPUTER INFO TECH MANAGER I	0	0.00	0	0.00	0	0.00	1,061	0.00
ACCOUNTING SPECIALIST II	0	0.00	0	0.00	0	0.00	949	0.00
HUMAN RESOURCES DIRECTOR	0	0.00	0	0.00	0	0.00	708	0.00
DEP DIR OF CREATIVE & SOC MDIA	0	0.00	0	0.00	0	0.00	349	0.00
PROGRAM MANAGER	0	0.00	0	0.00	0	0.00	469	0.00
IMAGING SERVICES MANAGER	0	0.00	0	0.00	0	0.00	376	0.00
DIGITAL COLLECTIONS COORD	0	0.00	0	0.00	0	0.00	446	0.00
DIGITAL PROJECTS SPECIALIST	0	0.00	0	0.00	0	0.00	362	0.00
COMMUNICATIONS/PUBLS ASST	0	0.00	0	0.00	0	0.00	654	0.00
DEPUTY COUNSEL	0	0.00	0	0.00	0	0.00	415	0.00
PROGRAM SPECIALIST	0	0.00	0	0.00	0	0.00	272	0.00
PARALEGAL	0	0.00	0	0.00	0	0.00	292	0.00
DEPUTY DIRECTOR OF PUBLICATION	0	0.00	0	0.00	0	0.00	376	0.00
SPECIAL ASSISTANT	0	0.00	0	0.00	0	0.00	392	0.00
DEPUTY ENFORCEMENT COUNSEL	0	0.00	0	0.00	0	0.00	414	0.00
ELECTIONS ANALYST	0	0.00	0	0.00	0	0.00	295	0.00
SENIOR AUDITOR	0	0.00	0	0.00	0	0.00	374	0.00
INVESTIGATIONS MANAGER	0	0.00	0	0.00	0	0.00	419	0.00
CENTRAL SERVICES TECHNICIAN	0	0.00	0	0.00	0	0.00	287	0.00
CENTRAL SERVICES SUPERVISOR	0	0.00	0	0.00	0	0.00	330	0.00
ASST DIR FISCAL & FACILITIES	0	0.00	0	0.00	0	0.00	577	0.00
PROCUREMENT OFFICER III	0	0.00	0	0.00	0	0.00	422	0.00
FISCAL & CENTRAL SVCS ASST	0	0.00	0	0.00	0	0.00	239	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	94,374	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$0	0.00	\$94,374	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$66,628	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$9,769	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$17,977	0.00

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
SECRETARY OF STATE									
CORE									
PERSONAL SERVICES									
GENERAL REVENUE	7,240,998	195.62	7,371,129	209.76	7,371,129	209.76	7,371,129	209.76	
NAT ENDOW HUM SV AMER TREAS GR	0	0.00	157,949	2.00	157,949	2.00	157,949	2.00	
ELECTION ADMIN IMPROVEMENT	259,085	5.93	267,325	6.00	267,325	6.00	267,325	6.00	
SEC OF STATE-FEDERAL FUNDS	453,687	13.99	639,832	16.80	639,832	16.80	639,832	16.80	
SEC OF ST TECHNOLOGY TRUST	152,025	3.33	336,334	7.00	336,334	7.00	336,334	7.00	
LOCAL RECORDS PRESERVATION	466,133	12.95	1,062,096	27.24	1,062,096	27.24	1,062,096	27.24	
INVESTOR EDUC & PROTECTION	402,098	8.94	561,081	11.50	561,081	11.50	561,081	11.50	
TOTAL - PS	8,974,026	240.76	10,395,746	280.30	10,395,746	280.30	10,395,746	280.30	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	1,800,256	0.00	1,803,408	0.00	1,803,408	0.00	1,803,408	0.00	
SEC OF STATE-FEDERAL FUNDS	68,308	0.00	227,574	0.00	227,574	0.00	227,574	0.00	
SEC OF ST TECHNOLOGY TRUST	2,419,991	0.00	3,161,180	0.00	3,161,180	0.00	3,161,180	0.00	
LOCAL RECORDS PRESERVATION	100,937	0.00	519,969	0.00	519,969	0.00	519,969	0.00	
INVESTOR EDUC & PROTECTION	467,213	0.00	645,364	0.00	645,364	0.00	645,364	0.00	
SEC OF ST-WOLFNER LIBRARY	2,264	0.00	14,501	0.00	14,501	0.00	14,501	0.00	
TOTAL - EE	4,858,969	0.00	6,371,996	0.00	6,371,996	0.00	6,371,996	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	0	0.00	1	0.00	1	0.00	1	0.00	
TOTAL - PD	0	0.00	1	0.00	1	0.00	1	0.00	
TOTAL	13,832,995	240.76	16,767,743	280.30	16,767,743	280.30	16,767,743	280.30	
Pay Plan FY13-Cost to Continue - 0000013									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	5,221	0.00	5,221	0.00	
ELECTION ADMIN IMPROVEMENT	0	0.00	0	0.00	217	0.00	217	0.00	
SEC OF STATE-FEDERAL FUNDS	0	0.00	0	0.00	468	0.00	468	0.00	
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	276	0.00	276	0.00	
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	852	0.00	852	0.00	
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	458	0.00	458	0.00	
TOTAL - PS	0	0.00	0	0.00	7,492	0.00	7,492	0.00	
TOTAL	0	0.00	0	0.00	7,492	0.00	7,492	0.00	

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DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
SECRETARY OF STATE									
Pay Plan FY14-COLA - 0000014									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	66,628	0.00	
NAT ENDOW HUM SV AMER TREAS GR	0	0.00	0	0.00	0	0.00	1,448	0.00	
ELECTION ADMIN IMPROVEMENT	0	0.00	0	0.00	0	0.00	2,452	0.00	
SEC OF STATE-FEDERAL FUNDS	0	0.00	0	0.00	0	0.00	5,869	0.00	
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	0	0.00	3,086	0.00	
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	0	0.00	9,744	0.00	
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	0	0.00	5,147	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	94,374	0.00	
TOTAL	0	0.00	0	0.00	0	0.00	94,374	0.00	
Wolfner Trust Fund Increase - 1231001									
EXPENSE & EQUIPMENT									
SEC OF ST-WOLFNER LIBRARY	0	0.00	0	0.00	15,499	0.00	15,499	0.00	
TOTAL - EE	0	0.00	0	0.00	15,499	0.00	15,499	0.00	
TOTAL	0	0.00	0	0.00	15,499	0.00	15,499	0.00	
GRAND TOTAL	\$13,832,995	240.76	\$16,767,743	280.30	\$16,790,734	280.30	\$16,885,108	280.30	

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CORE DECISION ITEM									
Department	Secretary of State				Budget Unit	23140C			
Division	All Division - See Program Description								
Core -	Operating Core								
1. CORE FINANCIAL SUMMARY									
	FY 2014 Budget Request					FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	7,371,129	1,065,106	1,959,511	10,395,746	PS	7,371,129	1,065,106	1,959,511	10,395,746
EE	1,803,408	227,574	4,341,014	6,371,996	EE	1,803,408	227,574	4,341,014	6,371,996
PSD	1	0	0	1	PSD	1	0	0	1
TRF	0	0	0	0	TRF	0	0	0	0
Total	9,174,538	1,292,680	6,300,525	16,767,743	Total	9,174,538	1,292,680	6,300,525	16,767,743
FTE	209.76	24.80	45.74	280.30	FTE	209.76	24.80	45.74	280.30
Est. Fringe	3,737,162	540,009	993,472	5,270,643	Est. Fringe	3,737,162	540,009	993,472	5,270,643
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds:	Technology Trust Fund (0266) - 28.160 RSMo Local Records (0577) - 59.319 RSMo Investor Education and Protection Fund (0829) - 409.006.601 RSMo Wolfner Library Trust Fund (0928) -181.150 RSMo				Other Funds:				
2. CORE DESCRIPTION									
This core represents all operating expenses of nine separate divisions. FTE are represented indicating funding source. The Program Descriptions give the purpose, necessity, and uses of funding.									
3. PROGRAM LISTING (list programs included in this core funding)									
Administrative Services - Fiscal and Central Services Executive Services - Executive Staff, HR, and Communications (includes Publications) Elections Record Services - Archives, Records Management, Document Preservation, and Local Records Administrative Rules/Legal Services Securities Business Services Information Technology Services Library Services - Administration, Library Reference, Library Development, and Wolfner									

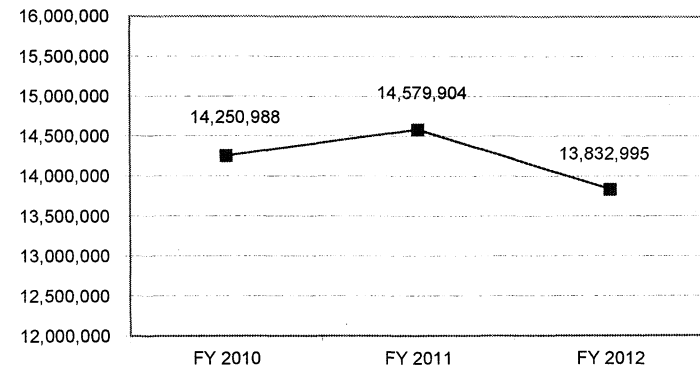
CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23140C
Division	All Division - See Program Description		
Core -	Operating Core		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	20,070,441	18,081,811	16,352,406	16,767,743
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	20,070,441	18,081,811	16,352,406	N/A
Actual Expenditures (All Funds)	14,250,988	14,579,904	13,832,995	N/A
Unexpended (All Funds)	5,819,453	3,501,907	2,519,411	N/A
Unexpended, by Fund:				
General Revenue	380,001	158,262	13,253	N/A
Federal	263,697	266,548	336,750	N/A
Other	5,175,755	3,077,097	2,169,408	N/A

Actual Expenditures (All Funds)



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY10 to FY11 appropriation decrease is due to one-time appropriation of \$1,500,000 for SOS Knowledge Based system. Also, there was a core reduction of \$488,630.

FY11 to FY12 appropriation decrease is due to a core reduction of \$229,405, and a NDI SOS KB reduction of \$1,500,000.

FY12 to FY13 appropriation increase is due to a personal service transfer \$1,105. Document Preservation grant of \$241,949 was previously reported separately but has been part of the operating core; the General Assembly funded 23 of the 24 pay periods: \$172,283.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
SECRETARY OF STATE

5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES								
		PS	280.30	7,371,129	1,065,106	1,959,511	10,395,746	
		EE	0.00	1,803,408	227,574	4,341,014	6,371,996	
		PD	0.00	1	0	0	1	
		Total	280.30	9,174,538	1,292,680	6,300,525	16,767,743	
DEPARTMENT CORE ADJUSTMENTS								
Core Reallocation	1782 0073	PS	0.80	32,802	0	0	32,802	
Core Reallocation	1783 0073	PS	0.00	2,057	0	0	2,057	
Core Reallocation	1784 0073	PS	(0.70)	(48,710)	0	0	(48,710)	
Core Reallocation	1786 0073	PS	0.00	15,581	0	0	15,581	
Core Reallocation	1787 0073	PS	1.00	(10,757)	0	0	(10,757)	
Core Reallocation	1788 0073	PS	2.20	97,290	0	0	97,290	
Core Reallocation	1789 0073	PS	0.00	(73,545)	0	0	(73,545)	
Core Reallocation	1790 4193	PS	(1.00)	0	(32,499)	0	(32,499)	
Core Reallocation	1790 0073	PS	(1.50)	(11,058)	0	0	(11,058)	
Core Reallocation	1791 4193	PS	1.00	0	32,499	0	32,499	
Core Reallocation	1791 0073	PS	(1.80)	(3,660)	0	0	(3,660)	
NET DEPARTMENT CHANGES			0.00	0	0	0	(0)	
DEPARTMENT CORE REQUEST								
		PS	280.30	7,371,129	1,065,106	1,959,511	10,395,746	
		EE	0.00	1,803,408	227,574	4,341,014	6,371,996	

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
SECRETARY OF STATE

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
DEPARTMENT CORE REQUEST							
	PD	0.00	1	0	0	1	
	Total	280.30	9,174,538	1,292,680	6,300,525	16,767,743	
GOVERNOR'S RECOMMENDED CORE							
	PS	280.30	7,371,129	1,065,106	1,959,511	10,395,746	
	EE	0.00	1,803,408	227,574	4,341,014	6,371,996	
	PD	0.00	1	0	0	1	
	Total	280.30	9,174,538	1,292,680	6,300,525	16,767,743	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 23140C	DEPARTMENT: Secretary of State
BUDGET UNIT NAME: Operating Core	DIVISION: All Divisions

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

100%	Fund	0101	0073	Personal Service	\$ 7,371,129
100%	Fund	0101	0077	Expense and Equipment	1,803,408
100%	Fund	0101	0077	PSD	1
100%	Fund	0151	8226	Personal Service	157,949
100%	Fund	0157	4490	Personal Service	267,325
100%	Fund	0195	4193	Personal Service	639,832
100%	Fund	0195	4194	Expense and Equipment	227,574
100%	Fund	0266	2221	Personal Service	336,334
100%	Fund	0266	2222	Expense and Equipment	3,161,180
100%	Fund	0577	9491	Personal Service	1,062,096
100%	Fund	0577	9492	Expense and Equipment	519,969
100%	Fund	0928	4195	Expense and Equipment	14,501
100%	Fund	0829	5532	Personal Service	561,081
100%	Fund	0829	5533	Expense and Equipment	645,364
Total					\$16,767,743

DEPARTMENT REQUEST

Section	PS or EE	Core	% Flex Requested	Flex Request Amount
HB 12.035	PS	\$10,395,746	100%	\$10,395,746
HB 12.035	PSD	\$1	100%	\$1
HB 12.035	E & E	\$6,371,996	100%	\$6,371,996
Total				\$16,767,743

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 23140C	DEPARTMENT: Secretary of State
BUDGET UNIT NAME: Operating Core	DIVISION: All Divisions

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	\$0	\$200,000

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
In FY2011 and FY2012, the flexibility option was not used.	Unknown at this time

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
CORE								
SECRETARY OF STATE	107,746	1.00	107,746	1.00	107,746	1.00	107,746	1.00
EXECUTIVE DEPUTY SEC OF STATE	92,304	1.00	92,304	1.00	92,304	1.00	92,304	1.00
INFORMATION TECHNOLOGY DIRECTO	77,256	1.00	77,256	1.00	77,256	1.00	77,256	1.00
DIR OF POLICY & GOV RELATIONS	60,696	1.00	61,859	1.00	61,920	1.00	61,920	1.00
PERSONNEL OFFICER	59,893	1.46	83,494	2.00	81,276	2.00	81,276	2.00
EXECUTIVE ASSISTANT	6,576	0.16	40,983	1.00	40,983	1.00	40,983	1.00
PUBLICATIONS DIRECTOR	0	0.00	1	1.00	0	0.00	0	0.00
DEPUTY SECRETARY OF ELECTIONS	0	0.00	77,256	1.00	77,256	1.00	77,256	1.00
ELECTIONS DIRECTOR	65,415	1.00	66,446	1.00	66,504	1.00	66,504	1.00
LOCAL RECORDS DIRECTOR	62,952	1.00	64,159	1.00	64,212	1.00	64,212	1.00
SECURITIES COMMISSIONER	91,044	1.00	91,044	1.00	91,044	1.00	91,044	1.00
DEPUTY SECRETARY OF STATE BUSI	87,931	1.05	84,072	1.00	84,072	1.00	84,072	1.00
DIR OF ADMIN RULES/DEP COUNSEL	77,256	1.00	60,172	1.00	77,256	1.00	77,256	1.00
COMMISSIONS OFFICER	44,995	0.97	47,134	1.00	0	0.00	0	0.00
DIRECTOR OF RECORDS MGT	54,382	1.02	57,356	1.00	57,391	1.00	57,391	1.00
ADMINISTRATIVE SECRETARY	26,825	1.00	59,201	2.00	59,722	2.00	59,722	2.00
EXECUTIVE SECRETARY	46,410	1.00	47,832	1.00	47,880	1.00	47,880	1.00
ACCOUNTANT II	50,011	1.46	35,308	1.00	35,340	1.00	35,340	1.00
EDITOR	76,530	2.00	78,884	2.00	78,960	2.00	78,960	2.00
STATE ARCHIVIST	77,256	1.00	78,960	1.00	78,960	1.00	78,960	1.00
ASSISTANT STATE ARCHIVIST	55,548	1.00	56,613	1.00	56,664	1.00	56,664	1.00
RECORDS ANALYST	64,400	2.00	65,198	2.00	66,420	2.00	66,420	2.00
OFFICE SUPPORT ASST (KEYBRD)	24,281	0.99	25,438	1.00	124,056	5.00	124,056	5.00
SR OFC SUPPORT ASST (KEYBRD)	26,640	1.00	27,151	1.00	27,168	1.00	27,168	1.00
ADMINISTRATIVE ARCHIVIST	44,220	1.00	51,564	1.00	51,564	1.00	51,564	1.00
PHOTO MACHINE OPERATOR	74,159	3.00	75,117	3.00	0	0.00	0	0.00
COMPUTER INFO TECH II	129,173	3.19	164,946	4.00	123,048	3.00	123,048	3.00
COMPUTER INFO TECH III	52,557	1.21	44,175	1.00	44,208	1.00	44,208	1.00
ARCHIVIST	494,874	13.51	774,277	18.50	802,428	18.99	802,428	18.99
ELECTRONIC RECORDS ARCHIVIST	72,457	1.82	106,092	3.00	80,593	3.01	80,593	3.01
PART-TIME SUMMER	19,059	0.85	0	0.00	0	0.00	0	0.00
PART-TIME OTHER	18,190	0.78	14,116	0.50	0	0.00	0	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
CORE								
RECORDS CENTER SUPERVISOR	0	0.00	0	0.00	34,716	1.00	34,716	1.00
ADMINISTRATIVE AIDE I	46,600	1.84	51,781	2.00	51,780	2.00	51,780	2.00
GENERAL COUNSEL	91,044	1.00	91,044	1.00	91,044	1.00	91,044	1.00
DIRECTOR-FIELD OPERATIONS	120,210	2.72	134,408	3.00	136,092	3.00	136,092	3.00
GRANT OFFICER	40,968	1.00	41,753	1.00	45,784	1.00	45,784	1.00
FISCAL OFFICER	27,060	0.46	0	0.00	0	0.00	0	0.00
SECURITIES COMPLIANCE AUDTR	135,895	3.79	110,627	3.00	144,876	4.00	144,876	4.00
REFERENCE LIBRARIAN	16,399	0.46	0	0.00	146,688	4.00	146,688	4.00
ASSISTANT COMMISSIONER	68,520	1.00	69,833	1.00	69,888	1.00	69,888	1.00
STATE LIBRARIAN	84,072	1.00	84,074	1.00	84,072	1.00	84,072	1.00
READER ADVISOR	169,956	6.00	243,551	7.30	189,892	6.00	189,892	6.00
SENIOR REFERENCE ARCHIVIST	40,212	1.00	40,983	1.00	41,016	1.00	41,016	1.00
CLERK I	213,462	9.63	238,000	10.60	260,550	11.40	260,550	11.40
DIR OF FISCAL & FACILITIES	77,256	1.00	77,256	1.00	77,256	1.00	77,256	1.00
RECEPTIONIST	14,471	0.46	0	0.00	0	0.00	0	0.00
OFFICE SUPPORT ASST (CLERICAL)	20,475	0.88	23,938	1.00	24,470	1.00	24,470	1.00
SR OFC SUPPORT ASST (CLERICAL)	113,739	4.00	115,621	4.00	113,508	4.00	113,508	4.00
COMPOSING EQUIPMENT OPER II	29,879	1.00	30,673	1.00	30,696	1.00	30,696	1.00
PT OTHER-RESEARCH ANALYST I	19,437	0.87	34,673	1.40	0	(0.00)	0	(0.00)
SENIOR CONSERVATOR	43,344	1.00	47,354	1.00	44,208	1.00	44,208	1.00
CONSERVATOR	74,652	2.00	76,083	2.00	76,152	2.00	76,152	2.00
DIRECTOR CORPORATIONS/PROJ MGR	25,135	0.42	0	0.00	60,324	1.00	60,324	1.00
INVESTIGATOR I	117,948	3.49	107,123	4.00	150,923	6.00	150,923	6.00
INVESTIGATOR II	95,076	2.66	151,389	4.00	109,368	3.00	109,368	3.00
LICENSING ASSISTANT	25,638	0.86	30,673	1.00	29,172	1.00	29,172	1.00
LIBRARIAN	226,612	6.26	258,214	7.00	111,420	3.00	111,420	3.00
COMPUTER INFO TECH SPEC I	212,276	4.09	329,155	5.00	372,719	8.00	372,719	8.00
DIRECTOR LIBRARY DEV	64,272	1.00	65,510	1.00	65,556	1.00	65,556	1.00
LIBRARY CONSULTANT	232,800	5.76	273,305	6.00	258,664	6.00	258,664	6.00
DIRECTOR REF SERVICES	51,156	1.00	52,136	1.00	52,176	1.00	52,176	1.00
ADMINISTATIVE AIDE II	40,270	1.46	27,652	1.00	29,580	1.00	29,580	1.00
ADMINISTRATIVE AIDE III	104,611	3.64	118,790	4.00	180,862	6.00	180,862	6.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
CORE								
DEP DIRECTOR FOR PUBLIC SRVCS	0	0.00	1	0.50	51,932	1.00	51,932	1.00
DIRECTOR-WOLFNER LIBRARY	52,201	1.00	53,201	1.00	53,244	1.00	53,244	1.00
COMPUTER INFO TECH I	85,302	2.42	148,325	4.00	73,345	3.00	73,345	3.00
SPECIALIST	171,182	5.00	174,291	6.00	175,776	5.00	175,776	5.00
SUPERVISOR I	24,807	0.90	28,766	1.00	28,766	1.00	28,766	1.00
SUPERVISOR II	92,147	3.00	93,707	3.00	63,156	2.00	63,156	2.00
SUPERVISOR III	67,699	1.92	107,979	3.00	0	0.00	0	0.00
TECH I	133,203	5.43	155,426	9.00	183,717	7.00	183,717	7.00
TECH II	670,780	25.40	774,036	30.00	707,975	28.00	707,975	28.00
TECH III	408,338	14.94	405,547	16.00	473,616	17.00	473,616	17.00
ACCOUNTANT I	15,730	0.54	29,597	1.00	29,616	1.00	29,616	1.00
SUPERVISOR IV	45,922	1.22	0	0.00	150,888	4.00	150,888	4.00
ASSOCIATE EDITOR	25,755	0.83	31,774	1.00	31,800	1.00	31,800	1.00
COMPUTER INFO TECH TRAINEE	51,231	1.75	59,817	2.00	59,868	2.00	59,868	2.00
COMPUTER INFO TECH SPEC II	52,200	1.00	53,201	1.00	53,244	1.00	53,244	1.00
TECH IV	118,790	3.71	129,296	4.00	100,548	3.00	100,548	3.00
COMPUTER INFO TECH SPEC III	11,810	0.21	1	1.00	0	0.00	0	0.00
PROCUREMENT OFFICER	20,583	0.50	0	0.00	0	0.00	0	0.00
RESEARCH ANALYST I	137,393	4.58	169,559	5.50	165,783	7.40	165,783	7.40
SENIOR RECORDS ANALYST	41,247	1.00	41,753	1.00	42,552	1.00	42,552	1.00
DIR OF COMMS & PUB	66,387	1.09	61,859	1.00	61,920	1.00	61,920	1.00
PERSONNEL ANALYST	6,216	0.17	0	0.00	0	0.00	0	0.00
INFORMATION SPECIALIST	28,823	0.86	39,442	1.00	29,616	1.00	29,616	1.00
RECEPTIONIST II	17,472	0.54	32,874	1.00	32,904	1.00	32,904	1.00
GRAPHIC ARTS SPECIALIST II	28,442	0.96	30,147	1.00	30,168	1.00	30,168	1.00
DIRECTOR OF INVESTOR EDUCATION	42,504	1.00	43,319	1.00	43,448	1.00	43,448	1.00
CHIEF ENFORCEMENT COUNSEL	53,922	1.00	57,776	2.00	57,909	2.00	57,909	2.00
CHIEF REGISTRATION COUNSEL	47,676	1.00	57,775	1.00	58,931	1.00	58,931	1.00
DEPUTY CHIEF COUNSEL	45,061	1.01	48,670	1.00	49,645	1.00	49,645	1.00
SMALL BUSINESS ADVOCATE	0	0.00	16,620	0.80	51,072	1.00	51,072	1.00
DEP DIR POLICY & GOV RELATIONS	0	0.00	24,102	1.00	40,000	1.00	40,000	1.00
PRINC ASST FOR BOARDS & COMMS	35,212	0.92	39,442	1.00	38,040	1.00	38,040	1.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
CORE								
SENIOR COUNSEL	77,145	1.00	77,256	1.00	77,256	1.00	77,256	1.00
SECURITIES SPECIALIST	34,032	1.00	34,684	1.00	34,716	1.00	34,716	1.00
CHIEF COUNSEL	56,295	1.00	57,375	1.00	57,432	1.00	57,432	1.00
ELECTIONS COORDINATOR	36,612	1.00	37,314	1.00	37,344	1.00	37,344	1.00
CURATOR OF EXHIBITS/SPEC PRJCT	47,184	1.00	48,088	1.00	48,132	1.00	48,132	1.00
HISTORICAL EDUCATOR	35,952	1.00	36,641	1.00	36,672	1.00	36,672	1.00
SUPERVISING ARCHIVIST	39,469	1.01	40,224	1.00	40,260	1.00	40,260	1.00
ELECTIONS SPECIALIST	73,411	1.92	77,379	2.00	125,340	3.00	125,340	3.00
MCVR ELECTIONS SPECIALIST I	34,376	1.00	35,993	1.00	36,024	1.00	36,024	1.00
MCVR ELECTIONS SPECIALIST II	42,596	1.00	43,319	1.00	43,356	1.00	43,356	1.00
STATISTICAL RESEARCH ANALYST	36,288	0.99	49,912	1.00	38,040	1.00	38,040	1.00
COMPUTER INFO TECH MANAGER I	99,231	1.73	115,549	2.00	115,632	2.00	115,632	2.00
ACCOUNTING SPECIALIST II	77,565	1.88	103,829	2.50	103,363	4.00	103,363	4.00
HUMAN RESOURCES DIRECTOR	71,736	1.00	71,736	0.70	77,256	1.00	77,256	1.00
DEP DIR OF CREATIVE & SOC MDIA	34,566	1.00	32,874	1.00	38,040	1.00	38,040	1.00
PROGRAM MANAGER	48,172	1.00	48,296	1.00	51,072	1.00	51,072	1.00
IMAGING SERVICES MANAGER	39,747	1.00	40,224	1.00	41,016	1.00	41,016	1.00
DIGITAL COLLECTIONS COORD	27,413	0.71	44,593	1.00	48,593	1.00	48,593	1.00
DIGITAL PROJECTS SPECIALIST	38,700	1.00	39,442	1.00	39,480	1.00	39,480	1.00
DEP DIRECTOR OF POLICY & ADMIN	0	0.00	19,344	1.00	0	0.00	0	0.00
COMMUNICATIONS/PUBLS ASST	25,105	0.84	29,071	1.00	31,800	1.00	31,800	1.00
SPECIAL INVESTIGATOR	10,428	0.25	42,511	1.00	0	0.00	0	0.00
ACCOUNTING ANALYST II	57,154	1.47	39,442	1.00	39,480	1.00	39,480	1.00
ELECTIONS OPERATION ADMSTR	45,233	1.00	45,924	1.00	0	0.00	0	0.00
DEPUTY COUNSEL	0	0.00	46,883	1.00	45,206	1.00	45,206	1.00
PROGRAM SPECIALIST	28,413	1.00	28,679	1.00	29,616	1.00	29,616	1.00
PARALEGAL	31,176	1.00	31,774	1.00	31,800	1.00	31,800	1.00
DEPUTY DIRECTOR OF PUBLICATION	38,633	1.00	40,983	1.00	41,016	1.00	41,016	1.00
SPECIAL ASSISTANT	24,422	0.87	28,594	1.00	42,749	2.50	42,749	2.50
DEPUTY ENFORCEMENT COUNSEL	34,505	0.78	50,583	1.00	45,108	1.00	45,108	1.00
ELECTIONS ANALYST	17,312	0.55	32,324	1.00	32,125	1.00	32,125	1.00
SYSTEM PROJECT MANAGER	30,610	0.61	51,036	1.00	0	0.00	0	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
CORE								
SYSTEMS ANALYST SPECIALIST	19,421	0.54	37,314	1.00	0	0.00	0	0.00
SENIOR AUDITOR	30,006	0.75	40,775	1.00	40,812	1.00	40,812	1.00
INVESTIGATIONS MANAGER	33,616	0.76	45,679	1.00	45,720	1.00	45,720	1.00
CENTRAL SERVICES TECHNICIAN	21,692	0.71	31,211	1.00	31,236	1.00	31,236	1.00
CENTRAL SERVICES SUPERVISOR	25,016	0.71	35,993	1.00	36,024	1.00	36,024	1.00
ASST DIR FISCAL & FACILITIES	33,378	0.54	62,801	1.00	62,856	1.00	62,856	1.00
PROCUREMENT OFFICER III	21,672	0.50	44,175	1.00	45,960	1.00	45,960	1.00
FISCAL & CENTRAL SVCS ASST	13,228	0.52	25,866	1.00	26,052	1.00	26,052	1.00
TOTAL - PS	8,974,026	240.76	10,395,746	280.30	10,395,746	280.30	10,395,746	280.30
TRAVEL, IN-STATE	74,840	0.00	224,254	0.00	224,254	0.00	224,254	0.00
TRAVEL, OUT-OF-STATE	14,783	0.00	18,246	0.00	18,246	0.00	18,246	0.00
FUEL & UTILITIES	0	0.00	11,700	0.00	11,700	0.00	11,700	0.00
SUPPLIES	757,916	0.00	840,265	0.00	840,265	0.00	840,265	0.00
PROFESSIONAL DEVELOPMENT	93,118	0.00	129,791	0.00	129,791	0.00	129,791	0.00
COMMUNICATION SERV & SUPP	208,961	0.00	291,381	0.00	291,381	0.00	291,381	0.00
PROFESSIONAL SERVICES	2,120,437	0.00	2,476,849	0.00	2,476,849	0.00	2,476,849	0.00
HOUSEKEEPING & JANITORIAL SERV	4,500	0.00	7,175	0.00	7,175	0.00	7,175	0.00
M&R SERVICES	566,232	0.00	1,141,834	0.00	1,141,834	0.00	1,141,834	0.00
COMPUTER EQUIPMENT	840,415	0.00	928,311	0.00	928,311	0.00	928,311	0.00
MOTORIZED EQUIPMENT	57,281	0.00	7,737	0.00	7,737	0.00	7,737	0.00
OFFICE EQUIPMENT	53,698	0.00	86,015	0.00	86,015	0.00	86,015	0.00
OTHER EQUIPMENT	35,321	0.00	127,859	0.00	127,859	0.00	127,859	0.00
PROPERTY & IMPROVEMENTS	220	0.00	7,024	0.00	7,024	0.00	7,024	0.00
BUILDING LEASE PAYMENTS	18,649	0.00	7,342	0.00	7,342	0.00	7,342	0.00
EQUIPMENT RENTALS & LEASES	4,194	0.00	38,852	0.00	38,852	0.00	38,852	0.00
MISCELLANEOUS EXPENSES	8,404	0.00	27,361	0.00	27,361	0.00	27,361	0.00
TOTAL - EE	4,858,969	0.00	6,371,996	0.00	6,371,996	0.00	6,371,996	0.00

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
CORE								
PROGRAM DISTRIBUTIONS	0	0.00	1	0.00	1	0.00	1	0.00
TOTAL - PD	0	0.00	1	0.00	1	0.00	1	0.00
GRAND TOTAL	\$13,832,995	240.76	\$16,767,743	280.30	\$16,767,743	280.30	\$16,767,743	280.30
GENERAL REVENUE	\$9,041,254	195.62	\$9,174,538	209.76	\$9,174,538	209.76	\$9,174,538	209.76
FEDERAL FUNDS	\$781,080	19.92	\$1,292,680	24.80	\$1,292,680	24.80	\$1,292,680	24.80
OTHER FUNDS	\$4,010,661	25.22	\$6,300,525	45.74	\$6,300,525	45.74	\$6,300,525	45.74

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Administrative Services

Program is found in the following core budget(s): Operating Core

1. What does this program do?

This core request is to allow continued service to the agency for financial, facilities, and central services.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Financial and Procurement authority is derived from Chapter 33 and 34, RSMo, and the agreements entered into between this office and the Office of Administration.

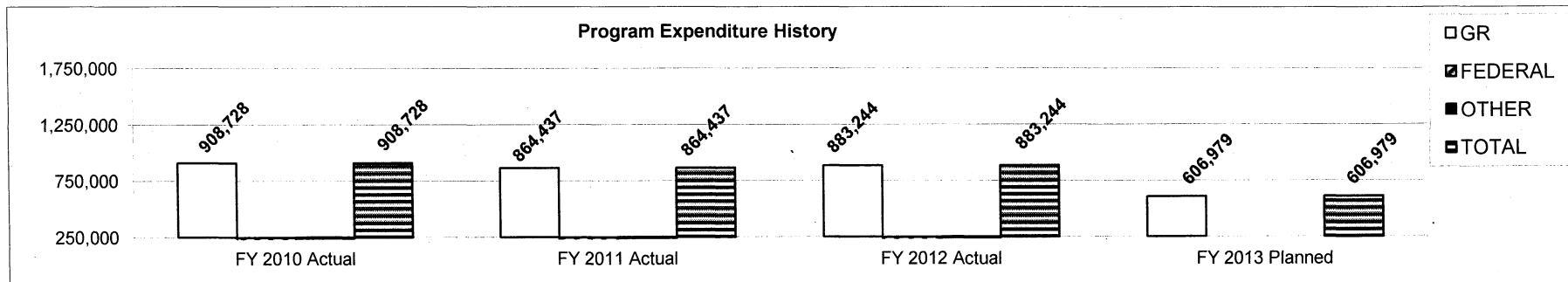
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Note: The Publications Unit moved from Administrative Services to Executive Services in FY07.

6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

Without this appropriation, budgeting, vendor payments, procurement, financial reporting, mailroom, storeroom, and fleet management at the current level for the Office of the Secretary of State would not be possible.

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Administrative Services

Program is found in the following core budget(s): Operating Core

7b. Provide an efficiency measure.

The process of ordering and distributing office supplies was recently centralized in the storeroom. This has not only saved money, but has made it much more efficient for the divisions. Also, four employees located in the field were assigned fleet vehicles that previously were being reimbursed at the standard mileage rate or renting a vehicle. This increased the use of these cars, while decreasing mileage paid to these employees.

7c. Provide the number of clients/individuals served, if applicable.

The Administrative Services Division not only provides support to all the staff of the SOS, they also provide support to all grant recipients, such as the local libraries and local election authorities.

7d. Provide a customer satisfaction measure, if available.

Average invoice turn-around time is 14 days or less from date of invoice to payment, depending upon whether federal funds are involved and a drawdown is required before payment may issue. The mail is delivered on time, the storeroom is stocked to address agency-wide needs, and the fleet is safely maintained and scheduled.

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Executive Services

Program is found in the following core budget(s): Operating Core

1. What does this program do?

This core request is to maintain the current level of executive support for all divisions within the Office of the Secretary of State. This core request represents resources for the continued operation of Agency programs and the productive coordination of the various divisions. This includes the creation and definition of policy and the direction for implementation of these policies. Priority outcomes are:

- 1) Continue to provide leadership and expertise in business and information systems to state and local governments. This will be accomplished by continued strategic planning, coordination with other government agencies, and the commitment of resources to achieve the planned objectives.
- 2) Enhance information access for governmental and constituent customers.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

NA

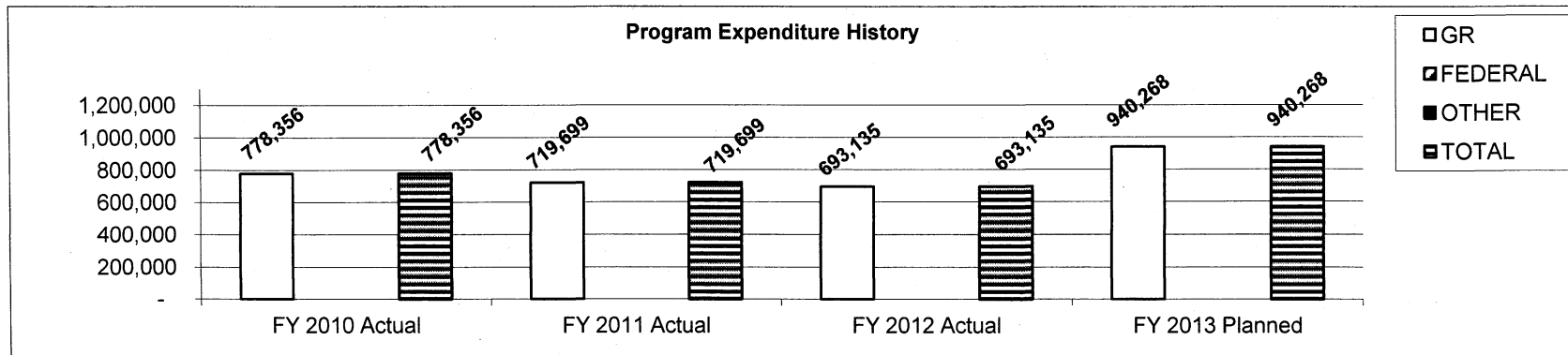
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Executive Services

Program is found in the following core budget(s): Operating Core

6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

None

7b. Provide an efficiency measure.

None

7c. Provide the number of clients/individuals served, if applicable.

The number of clients/individuals served are the 280.3 FTE that are budgeted, as well as any prospective employees.

Publications distributed to the General Assembly, schools, and the public were: General Assembly Roster, Missouri Roster, Missouri Constitution, and Great Seal Sheets.

7d. Provide a customer satisfaction measure, if available.

None available

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Operating Core

1. What does this program do?

The Elections Division of the Office of the Secretary of State has identified several strategic issues and numerous goals that affect its core delivery of services. These include: 1) Preparing for and assisting local election authorities in conducting fair and orderly elections; planning for elections and statewide ballot issues including special elections and issues submitted to the people through initiatives, resolutions and referendums; reporting, counting and certifying election results; and meeting the requirements of the Help America Vote Act of 2002. 2) Providing quality customer service: Delivering responsive and timely service to meet increasing demand for answers to elections -related questions from local election authorities, elected officials, and the public; and maintaining statutory compliance in providing services to state and to local governments. 3) Enhancing information access: Maintaining statewide voter registration database and processing documents to make them accessible to the public when requested through this or other offices. 4) Providing enhanced opportunity to vote: Continuing to work with counties and state and federal agencies to implement the requirements of the National Voter Registration Act and Help America Vote Act; working to increase voter registration through public service announcements; evaluating existing election laws and suggesting any changes that could increase voter participation while maintaining election integrity. 5) Educate the public, government officials, and local election authorities about the elections process: Publishing various election materials; and participating in election conferences and speaking on issues of general applicability.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapters 115 and 116 of the Missouri Revised Statutes and federal law including the National Voter Registration Act and the Help America Vote Act.

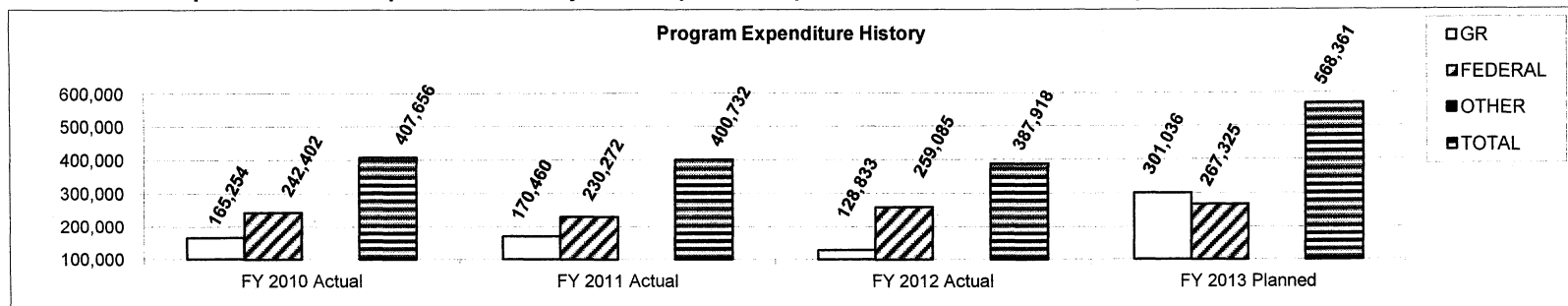
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Operating Core

6. What are the sources of the "Other " funds?

7a. Provide an effectiveness measure.

The Elections Division has a goal of increasing voter registration and access to the voter registration process. However, the numbers of registered voters and voter registration applications fluctuate from year to year. As of June 1, 2012 there were 4,081,632 registered voters. The Office of the Secretary of State mailed the following number of voter registration applications:

2008 - 759,982

2009 - 105,323

2010 - 203,074

2011- 245,561

The number of National Change of Address mailings in Fiscal Year 2010 was 241,986.

The number of National Change of Address mailings in Fiscal Year 2010 was 284,125 and for Fiscal Year 2011 was 287,475.

7b. Provide an efficiency measure.

An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.

7c. Provide the number of clients/individuals served, if applicable.

116 local election authorities and thousands of prospective registered voters and callers requesting information.

7d. Provide a customer satisfaction measure, if available.

PROGRAM DESCRIPTION

Department Secretary of State

Program Name Record Services

Program is found in the following core budget(s): Operating Core

1. What does this program do?

The Record Services Division is comprised of the following three divisions:

Archives: The Missouri State Archives is the official repository for Missouri's records of permanent historical value. Among its holdings are land records from Missouri's colonial, territorial, and early statehood periods; the Missouri State Constitutions; the Journals of the Missouri House and Senate; Supreme Court of Missouri case files; State Appeals Court case files; Circuit and Probate Court case files; and records for Missouri counties. As the home of the state's permanently valuable records, the Missouri State Archives identifies, collects, preserves, and makes available to government officials, historians, students, family historians, and other researchers the permanent and historically significant records of Missouri.

Records Management: The Records Management program directs the efficient and effective management of the official records of state government agencies by establishing standards, procedures, and techniques for the management of records; developing schedules for the retention of records of continuing value and the prompt and orderly destruction of records no longer possessing sufficient value to warrant their future retention; and operating the State Records Center to provide secure cost-effective storage of paper records during their retention, and efficient destruction when the retention period has expired. The program evaluates the cost efficiency of microfilm and electronic records technologies and provides imaging, microfilming and microfilm storage services to state agencies.

Local Records: Through consultations, inventories, records processing projects and a competitive grant program, Local Records works with public officials to preserve the permanent and historically significant records of their offices. These local records are vital to the citizens of Missouri, documenting everything from marriages and property ownership to education and government expenditures. In addition, the program provides professional guidance on managing current records; everything from proper housing and storage of records to final disposition through the implementation of Local Records generated retention schedules.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109 and dedicated funding for Local Records from Recorder of Deeds user fees in RSMo 59.319 (3)

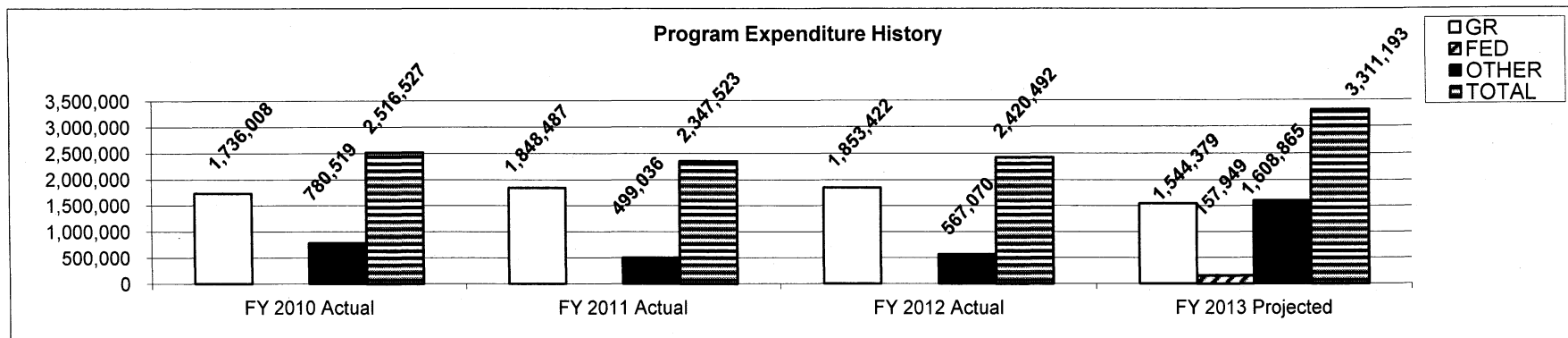
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department Secretary of State
Program Name Record Services
Program is found in the following core budget(s): Operating Core

6. What are the sources of the "Other " funds?

Local Records Preservation Program (0577)
 Secretary of State's Information Technology Trust Fund Account (0266)

7a. Provide an effectiveness measure.

Archives: In FY12, the Missouri State Archives responded to 30,919 information requests. Of these, 2,747 were first-time customers. The Archives website had 91,257,392 hits in FY12 with an average of 67,424 unique visitors each month.

Records Management Imaging Services:

Images Microfilmed
 Scanned Images

FY10	FY11	FY12	FY13 Projected
3,153,644	2,732,672	2,518,193	2,700,000
1,613,552	1,853,545	1,535,709	2,000,000

7b. Provide an efficiency measure.

Records Management:

Records Center pulls/re-files

FY10	FY11	FY12	FY13 Projected
54,296	53,802	61,376	62,000

Local Records:

Projects

71	85	85	80
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PROGRAM DESCRIPTION

Department Secretary of State
Program Name Record Services
Program is found in the following core budget(s): Operating Core

7c. Provide the number of clients/individuals served, if applicable.

Archives:

The statistics in section 7a include all mail, email, telephone, in person, and website customers.

Records Management: Number of state government units storing inactive records in State Records Center

	FY10	FY11	FY12	FY13 Projected
Agency units storing records in Records Center	345	380	401	450
Records Center pulls/re-files	54,296	53,802	61,376	62,000
Records Center new boxes for storage	28,665	25,585	25,050	30,000
Records Center boxes destroyed	14,218	10,469	6,978	10,000

Local Records: Core clients are county, municipal, circuit, and probate clerks; recorders of deeds and collectors; and public school 114 counties, 860 municipalities, and 523 school districts.

7d. Provide a customer satisfaction measure, if available.

In FY12 Missouri Digital Heritage was named by "Family Tree Magazine" as one of the '101 Best Websites' for the tenth year in a row.

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Administrative Rules/Legal Services

Program is found in the following core budget(s): Operating Core

1. What does this program do? See response to question 2

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

The Administrative Rules Division is required by statute, Chapter 536 RSMo, to accept rule filings, edit the filings, and then publish them in the *Missouri Register* and the *Code of State Regulations* for the 191 state agencies that promulgate rules. Rules or regulations have the force and effect of law and serve to implement and interpret the laws passed by the General Assembly and signed by the Governor. The Division publishes rule material six times per month which includes two (2) paper and two (2) Internet publications of the *Missouri Register* and one (1) paper and one (1) Internet publication of the *Code of State Regulations*. The Administrative Rules Division has implemented several features on the SOS homepage to assist in rulemaking such as: allowing state agencies to download current rules as word documents for use in amending current rules; providing fillable rulemaking forms on-line; permitting agencies to email electronic copies of proposed rule text changes to SOS; and providing a timeline calculator to assist agencies in calculating key dates for rulemaking. This Division routinely answers questions from agencies and the public regarding filing rules and has published and maintains an updated rule manual containing uniform standards and procedures for use in making rule filings, *Rulemaking 1-2-3*. Division staff also assist agencies and the public in researching prior versions of a rule to accurately represent its history in legal proceedings. Additionally, the Administrative Rule Division offers classes to agencies in how to prepare and make rule filings.

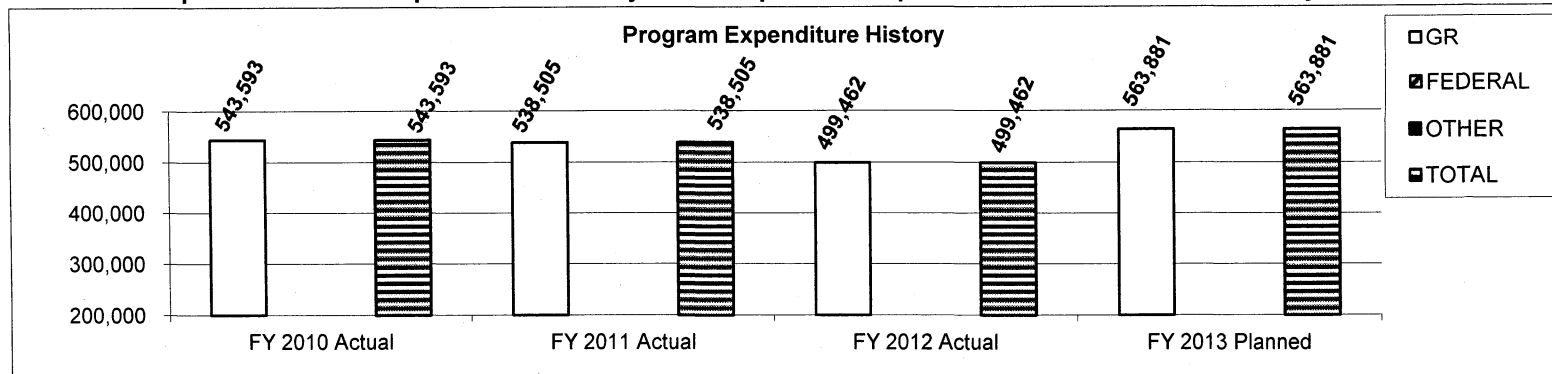
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Administrative Rules/Legal Services

Program is found in the following core budget(s): Operating Core

6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

Our primary effectiveness measure is continuing the timely processing of monthly publications without additional staff and little or no overtime. For the 2012 fiscal year, Ad Rules processed the following:

60 Emergency rules

481 Proposed rules

502 Orders of Rulemaking

51 In Additions

22 Executive Orders

178 Dissolutions and other filings were filed with our Division, for a total of 1, 294 total filings published. In fiscal year 2012, 2,520 pages of *Missouri Register* and 3108 pages of *Code* were published. From July 1, 2012 through September 30, 2012, the Division has received 8 Emergency rule(s); 91 Proposed rules; 127 Orders of Rulemaking; 9 In Additions; 3 Executive Orders; 41 Dissolutions and other filings to make a total of 279 filings and a total of 434 pages of *Missouri Register* and 667 pages of *Code* published.

7b. Provide an efficiency measure.

The above was accomplished with no additional staff.

7c. Provide the number of clients/individuals served, if applicable.

Administrative Rules serves 191 state agencies, who may have numerous rulemakers. Anyone interested in rulemaking may also access our website which has an electronic copy of the Rulemaking 1-2-3 manual, rulemaking forms, copy text for amending rules, and a timeline calculator for tracking key dates. An up-to-date copy of the *Missouri Register* and *Code* is also on our website.

7d. Provide a customer satisfaction measure, if available.

The Secretary of State's Office has received positive emails and written compliments regarding improvements to the Administrative Rule Division web page and its rulemaking classes. The Division of Administrative Rules offers in person rulemaking classes for all agencies upon request. From July 1, 2011 through June 4, 2012, numerous classes were requested and training was conducted with the Department of Social Services-Family Support Division, 13 attendees; Missouri Commission for the Deaf and Hard of Hearing, 1 attendee; the Department of Natural Resources, 9 attendees; the Department of Natural Resources and Department of Health and Human Services, 5 attendees; the Mo HealthNet and Department of Health and Senior Services, 19 attendees. Positive comments have been received from the attendees of this training because the Departments and Commission found the training beneficial.

PROGRAM DESCRIPTION

Department Secretary of State

Program Name Securities Division

Program is found in the following core budget(s): Operating Core

1. What does this program do?

The Securities Division provides investor protection to the citizens of Missouri through the administration and enforcement of the Missouri Securities Act of 2003 and the Model Commodities Code. Enforcement includes investigations, issuance of subpoenas, issuance of administrative order prohibiting violations, the commencement of civil actions in circuit court and referrals of criminal matters to state and federal prosecutors. Administration includes the registration of broker-dealers, their agents, investment advisers and their representatives, the registration of securities, and the notice-filing of federal covered securities and state exemptions from registration. Investor Education includes the preparation and printing of education materials for seminars, presentations and other public events and funding for financial education in elementary and high schools.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Securities Act of 2003, Section 409.1-101 et seq., RSMo., and 2003 Model Commodities Code, 409.800 et seq., RSMo.

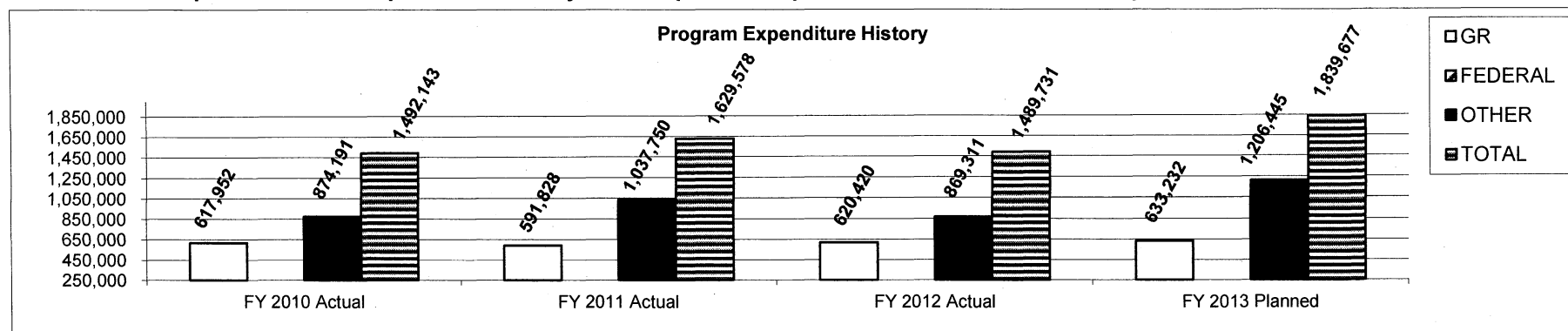
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department Secretary of State

Program Name Securities Division

Program is found in the following core budget(s): Operating Core

6. What are the sources of the "Other " funds?

Investor Education and Protection Fund (0829)

7a. Provide an effectiveness measure.

Measuring the effectiveness of law enforcement is difficult. Stronger investor protection should result in a lower percentage of complaints specifically measuring the percent of complaints involving fraud and unregistered activity.

7b. Provide an efficiency measure.

Measuring the efficiency of law enforcement is difficult. Theoretically, law enforcement is more efficient with increased case analysis and prompt action.

7c. Provide the number of clients/individuals served, if applicable.

	FY 2010	FY 2011	FY 2012
Registered securities sellers/advisers			
- Broker-dealers	1,764	1,743	1,691
- Broker-dealer agents	120,289	128,402	125,571
- Investment advisers-registered	287	298	301
- Federal Advisers-notice filed	1,242	1,245	1,217
- Investment adviser representatives	8,550	9,034	8,924
Registered securities offerings	38	54	50
Federal covered securities notice-filings	2,430	2,738	2,733
State exemption notice-filings	26	40	31
Investor education seminars/events held/attended/prepared	57	70	54

	CY2009	CY2010	CY2011
Enforcement investigations opened	202	146	144
BDIA examinations/audits	73	77	115
Final administrative enforcement orders	56	46	43
Civil enforcement actions	6	3	-
Criminal prosecutions assisted	9	8	8
Victim restitution orders	16	11	9

7d. Provide a customer satisfaction measure, if available.

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Business Services

Program is found in the following core budget(s): Operating Core

1. What does this program do?

The Business Services Division is comprised of four business units: Corporations, Uniform Commercial Code (UCC), Commissions and the Safe at Home Program. Corporations is responsible for receiving, filing and maintaining all business and corporate filings that are required by law, as well as handling service of process and filing and maintaining trademark and service mark registrations. UCC is responsible for receiving, filing and maintaining notice filings for secured transactions as required by law. Commissions is responsible for receiving, filing and maintaining notary applications; documenting and providing certificates to gubernatorial appointees; processing certifications and apostilles for international documents; and handling foreign extraditions. The *Safe at Home* Program, which went into effect August 28, 2007, is an address confidentiality program which provides survivors of sexual assault, rape, stalking and domestic violence a substitute mailing address. Under this program, participants are provided a substitute mailing address to use on new records they create with state agencies, local government agencies, and the courts.

Each work area is responsible for answering customer inquiries timely and accurately whether by phone, in person or through correspondence with the office. Business Services has field offices in St. Louis, Kansas City and Springfield.

All filings for Corporations, except service of process filings, are done through the Knowledge Base system. Corporate registration reports, fictitious name registrations, good standing requests, certified copy requests, and limited liability company registrations are available to file, review, search and request online. All UCC filings can be filed online. In Commissions, notary look-up and the mandatory notary training course are available online.

The Business Services Division efficiently and effectively serves the citizens of Missouri by providing increased access to records and images 24 hours a day, seven days a week through the Secretary of State's web site.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Statutes 28, 274, 347, 349, 351, 352, 354, 355, 356, 357, 358, 359, 362, 375, 380, 388, 394, 400, 417, 486, 506 and 589

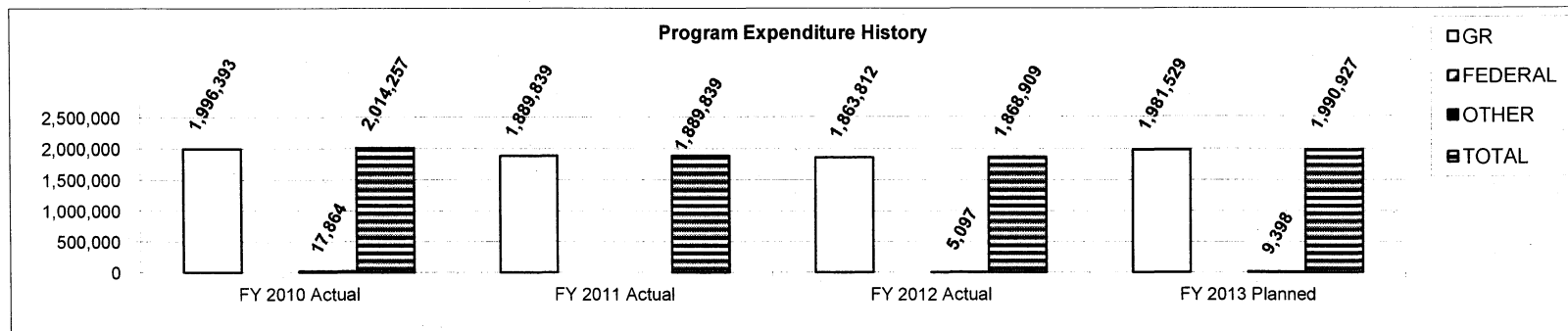
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Secretary of State Technology Trust Fund

PROGRAM DESCRIPTION

Department: Secretary of State

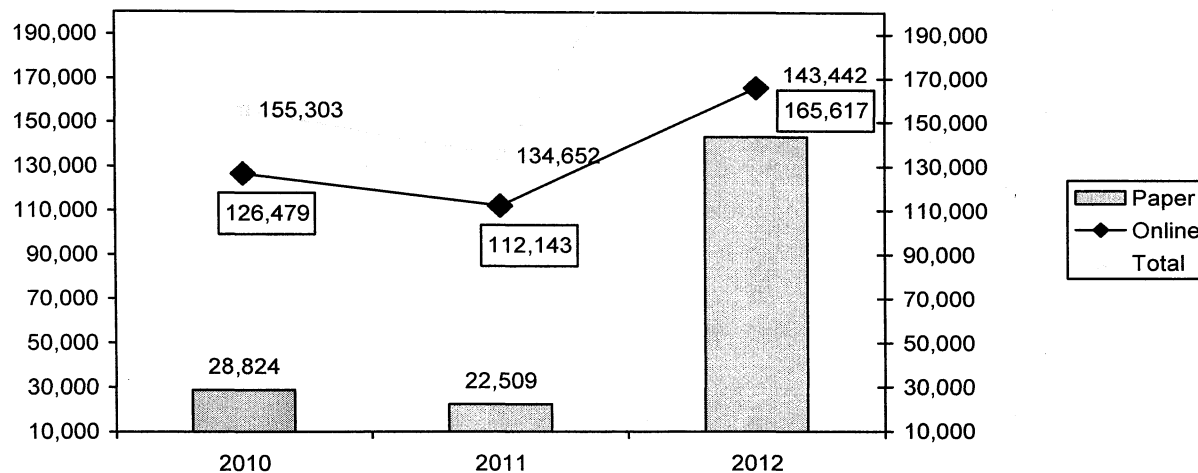
Program Name: Business Services

Program is found in the following core budget(s): Operating Core

7a. Provide an effectiveness measure.

The Business Services Division tracks turn-around time for all documents processed. Average processing time for paper documents is two days or less, except during peak processing times and for incomplete or incorrect filings. Turnaround time for online filings is instantaneous, and with only a few exceptions, walk-in customers receive immediate processing of their documents. *Safe at Home* participant mail receives same day processing.

7b. Provide an efficiency measure.



7c. Provide the number of clients/individuals served, if applicable.

The Business Services Division processes approximately 400,000 business filings annually. In August 2011, the average number of hits to the Secretary of State Business Services' Division web pages were just over 325,000 per day. 1,579 participants have been served by the *Safe at Home* Address Confidentiality Program since the program began in 2007.

7d. Provide a customer satisfaction measure, if available.

Missouri businesses have saved over \$25.7 million since 2005 by taking advantage of the reduced online filing fees for corporate registration reports and limited liability company creations.

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Information Technology Division

Program is found in the following core budget(s): Operating Core

1. What does this program do?

The Secretary of State (SOS) Information Technology Division provides a full range of information systems management services to all sections of the Office of Secretary of State. Specific network infrastructure services provided to the Office of the Secretary of State include basic help desk support; desktop, notebook and other computer peripheral installation, maintenance and management; printer installation management and maintenance; network design, installation, management and security, including routers, switches, firewalls and intrusion detection systems; and server installation, administration and management. Specific information system management services provided to the Office of Secretary of State include information system and business process analysis and design; information system development and maintenance; project management; and disaster recovery and business continuity planning. Additionally, the SOS Information Technology Division is responsible for the development, maintenance and management of the Internet, intranet, and extranet presence of the Office of Secretary of State. SOS Information Technology Division works in cooperation with the SOS Elections Division to provide oversight and management of a centralized voter registration system to the local election authorities of each election jurisdiction in the State of Missouri.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

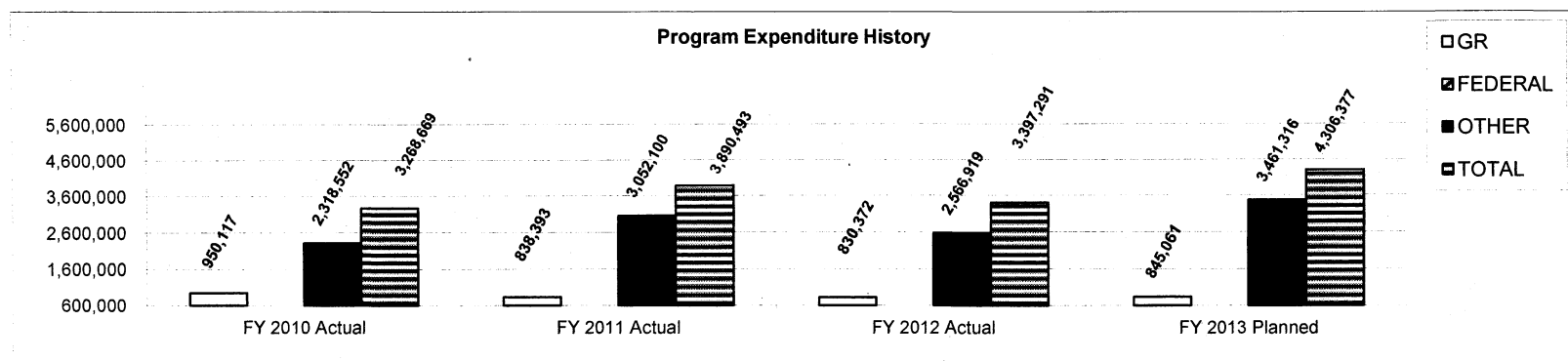
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other" funds?

Secretary of State Technology Trust Fund (0266)

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Information Technology Division

Program is found in the following core budget(s): Operating Core

7a. Provide an effectiveness measure.

The following measures have been identified as important in determining, managing and improving the overall effectiveness of services delivered.

	Actual
Network Availability	99.98%
Service Request Ticket Volume	298/month
Number of Completed Projects	18

7b. Provide an efficiency measure.

The following measures have been identified as important in determining, managing and improving the overall efficiency of services delivered.

	Actual
Service Request Ticket Turnaround Time (Avg)	56 minutes

7c. Provide the number of clients/individuals served, if applicable.

The SOS Information Technology Division supports all SOS staff as well as the Local Elections Authorities and their staff in each county. Additionally, the SOS IT Division indirectly supports the hundreds of thousands of citizens that interact with the other SOS divisions through their various online applications and services.

SOS Staff	280.3
Local Elections Authorities and Staff	600
System transactions completed by citizens or businesses	> 3,000,000

7d. Provide a customer satisfaction measure, if available.

Customer satisfaction is an important measure in validating the overall effectiveness and efficiency of our operation and the services provided. Satisfaction measures include over 99% website availability.

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

1. What does this program do?

The State Library works to improve library service throughout Missouri and for state government. It provides leadership and expertise in library and information services, promotes the establishment and development of stronger libraries, and maintains quality library service to the legislature and the executive branch agencies as well as other state and local governments. The State Library distributes state aid, federal and private grant funds and provides literacy assistance, training and continuing education and administrative guidance to local libraries.

Library research services are provided to state government employees and the Legislature. The resources needed to provide continued operation of these services include personnel, support for a collection of cataloged books, federal and state publications, print periodical subscriptions, and electronic resources. Available to state employees on their desktop computers, these electronic resources include more than 80,000 full-text books, 35,000 full-text journals as well as newspapers, business databases, legislative histories, bills and laws.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo Ch181; Mo Constitution, Article X, Section 10. Library Services and Technology Act; Public Law 104-298, as amended.

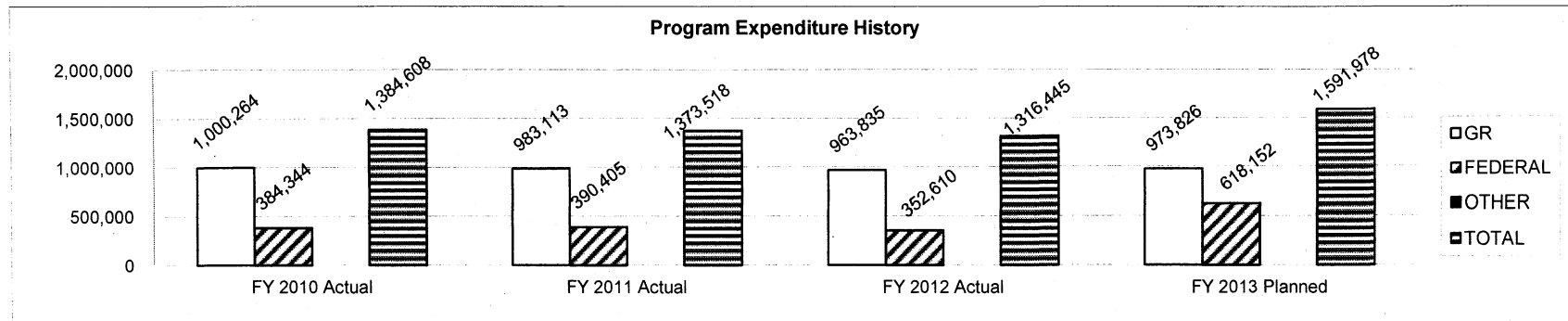
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

6. What are the sources of the "Other " funds?

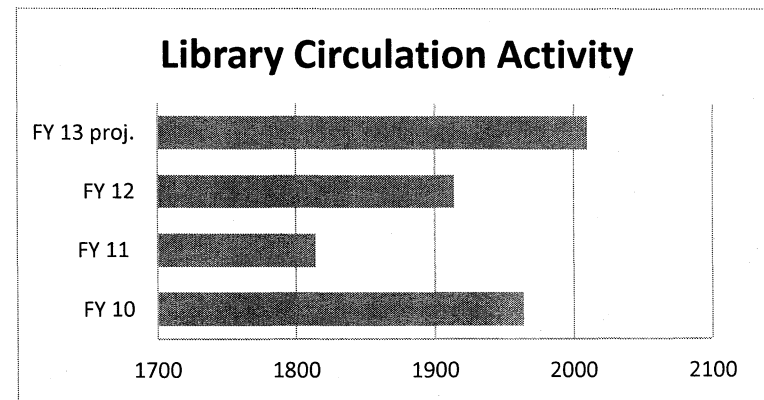
None.

7a. Provide an effectiveness measure.

The MOBIUS shared library catalog allows the State Library to have immediate access to materials in libraries across the state to fill information requests of state employees. MOBIUS circulation statistics reflect lending/borrowing activity, not including renewals.

MOBIUS Borrowing: Items provided to state employees from other libraries to fill requests.

MOBIUS Lending: Items loaned to other college libraries to assist with research needs.



7b. Provide an efficiency measure.

The percent of public libraries participating in the statewide summer reading program has been 90% and above since FY 2007.

7c. Provide the number of clients/individuals served, if applicable.

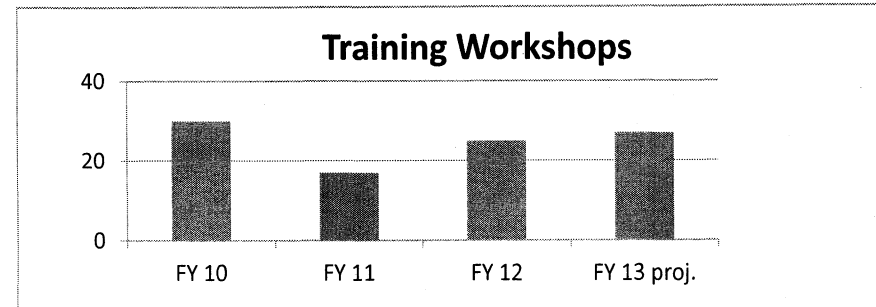
Youth summer reading club participants

Teen summer reading club participants

2009	2010	2011	2012
136,688	125,180	217,262	194,556
29,773	25,882	30,576	49,474

7d. Provide a customer satisfaction measure, if available.

Reference Services has a strong outreach effort including informational cards distributed to the General Assembly and state government departments. Outreach includes training state employees in the use of library services and products, especially using electronic databases. Training sessions are held quarterly in MOTEC classrooms and also on-demand in agency offices. Six separate training sessions were held with House staff in FY12.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

1. What does this program do?

The Wolfner Talking Book and Braille Library is a free library service available to anyone in the State of Missouri certified unable to read standard print materials due to a visual or physical disability. The library collection consists of more than 322,000 volumes of books in non-print formats (audio recordings and Braille) on a broad range of fiction and non-fiction topics, for all ages. Over 70 magazine subscriptions are also available. Wolfner Library staff also facilitate patron downloading of digital books from BARD, a national repository of talking books for eligible citizens. The library loans machines to those using the recorded materials. Books, magazines and machines are mailed to and from library patrons, wherever they reside, at no charge. Currently, over 11,000 Missourians actively use the Wolfner Library service.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Revised Statutes 181.065 and PL 89-522

3. Are there federal matching requirements? If yes, please explain.

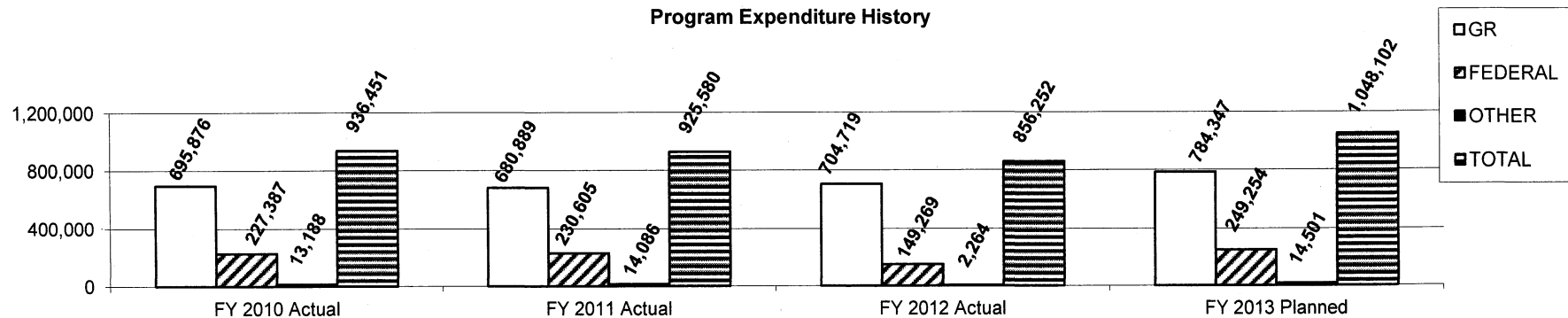
No

4. Is this a federally mandated program? If yes, please explain.

Public Law 89-522 establishes a national program to provide library service to everyone in the United States who cannot use print. Each state provides services to the blind and physically disabled under the direction of the National Library Service.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.

Program Expenditure History



6. What are the sources of the "Other " funds?

Wolfner Library Trust Fund (0928)

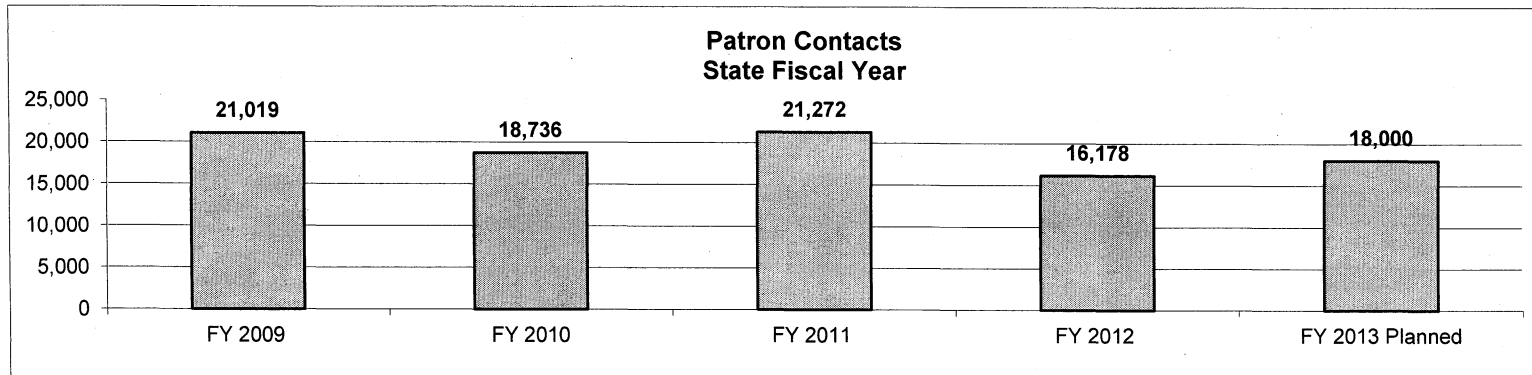
PROGRAM DESCRIPTION

Department: Secretary of State

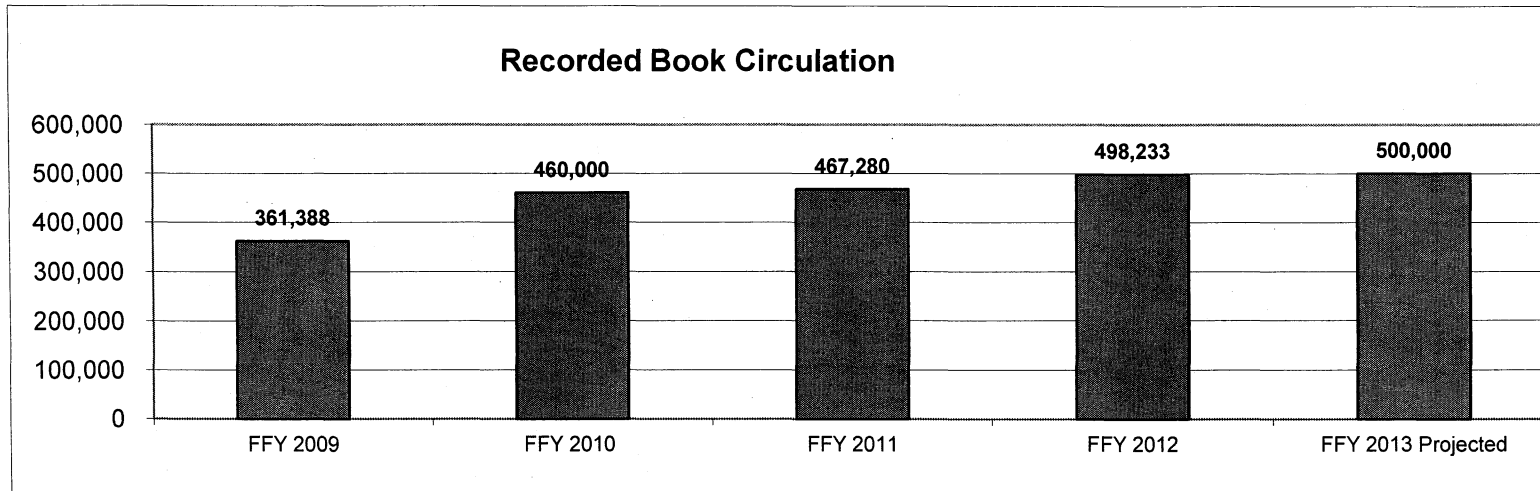
Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

7a. Provide an effectiveness measure.



7b. Provide an efficiency measure.



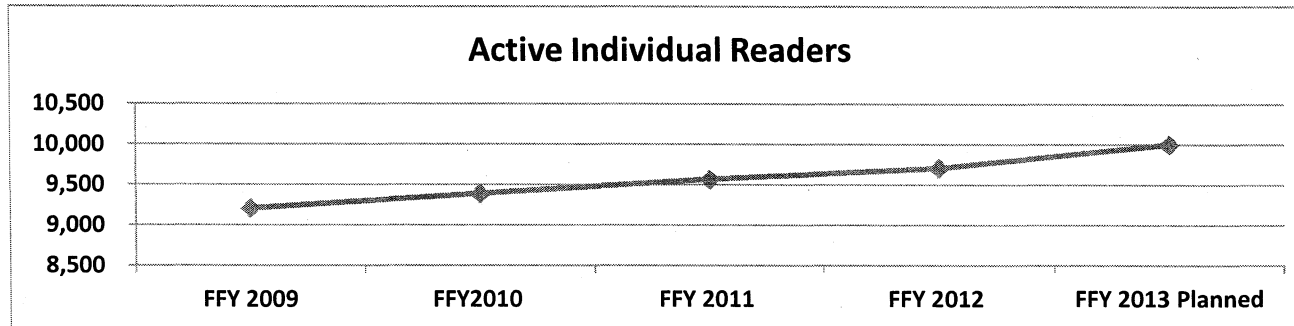
PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

7c. Provide the number of clients/individuals served, if applicable.



7d. Provide a customer satisfaction measure, if available.

Wolfner Library Patron Survey

	Excellent	Very good	Fair	Poor
<i>The courtesy of library staff is:</i>	442	115	5	1
<i>The overall rating of Wolfner Library services is:</i>	484	73	3	0

	Very Satisfied	Satisfied	Somewhat Satisfied	Not Satisfied
<i>How satisfied are you with the number of books you receive?</i>	0	535	0	24
<i>How satisfied are you with collection the subject matter?</i>	511	0	16	28

NEW DECISION ITEM

RANK: 4 OF 6

Department: Secretary of State
 Division: Missouri State Library - Wolfner Library
 DI Name Wolfner Trust Fund Increase DI# 1231001

Budget Unit _____

1. AMOUNT OF REQUEST

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	15,499	15,499
PSD	0	0	0	0
TRF	0	0	0	0
Total	0	0	15,499	15,499
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: 0928 - Wolfner State Library Fund

	FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	15,499	15,499
PSD	0	0	0	0
TRF	0	0	0	0
Total	0	0	15,499	15,499
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input checked="" type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

Missouri Revised Statutes 181.065, 181.150 and PL 89-522; Public Law 89-522 establishes a national program to provide library service to everyone in the United States who cannot read print. Each state provides services to the blind and physically disabled under the direction of the National Library Service.

NEW DECISION ITEM

RANK: 4 OF 6

Department: Secretary of State
 Division: Missouri State Library - Wolfner Library
 DI Name Wolfner Trust Fund Increase DI# 1231001

Budget Unit

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

The Wolfner Library Trust Fund was established by Missouri Revised Statute 181.150 to receive gifts and bequests for the benefit of Wolfner Library. An increase in appropriation from the Trust Fund will allow Wolfner Library to enhance services to patrons and accommodate increased costs of delivering new digital technologies, as well as to increase outreach services to eligible Missourians.

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
BOBC 190 - Supplies					10,000		10,000		
BOBC 400 - Professional Services					5,499		5,499		
Total EE	0		0		15,499		15,499		0
Program Distributions					0		0		
Total PSD	0		0		0		0		0
Transfers					0		0		
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	15,499	0.0	15,499	0.0	0

NEW DECISION ITEM

RANK: 4 OF 6

Department: Secretary of State									
Division: Missouri State Library - Wolfner Library									
DI Name Wolfner Trust Fund Increase DI# 1231001									
Budget Unit _____									
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
BOBC 190 - Supplies					10,000		10,000		
BOBC 400 - Professional Services					5,499		5,499		
Total EE	0		0		15,499		15,499		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	15,499	0.0	15,499	0.0	0

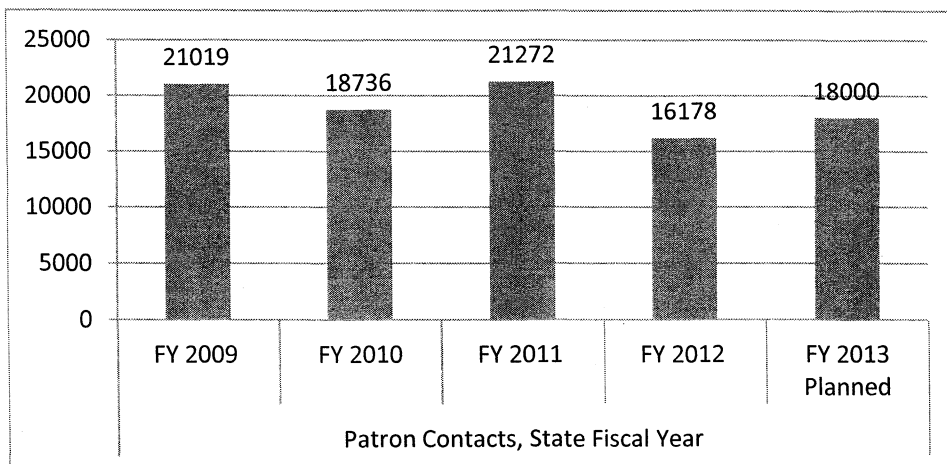
NEW DECISION ITEM
RANK: 4 OF 6

Department: Secretary of State
Division: Missouri State Library - Wolfner Library
DI Name Wolfner Trust Fund Increase DI# 1231001

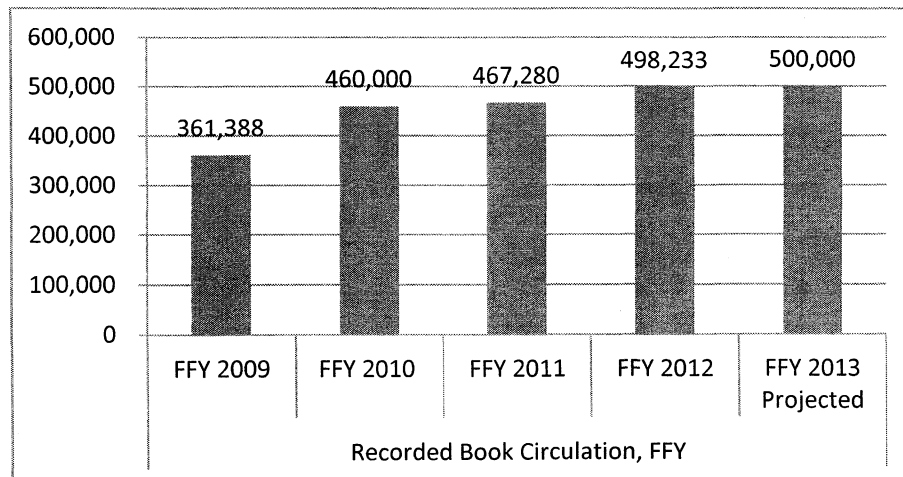
Budget Unit _____

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

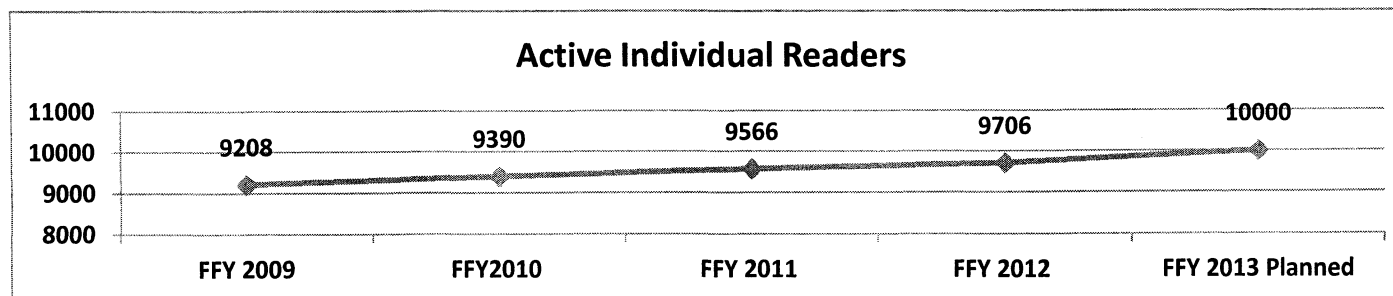
6a. Provide an effectiveness measure.



6b. Provide an efficiency measure.



6c.



NEW DECISION ITEM
RANK: 4 OF 6

Department: <u>Secretary of State</u> Division: <u>Missouri State Library - Wolfner Library</u> DI Name <u>Wolfner Trust Fund Increase</u>	Budget Unit <u> </u> DI# <u>1231001</u>
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6d. Provide a customer satisfaction measure, if available.

Wolfner Library Patron Survey

				Excellent	Very Good	Fair	Poor
<i>The courtesy of library staff is:</i>				442	115	5	1
<i>The overall rating of Wolfner Library services is:</i>				484	73	3	0
				Very Satisfied	Satisfied	Somewhat Satisfied	Not Satisfied
<i>How satisfied are you with the number of books you receive?</i>				0	535	0	24
<i>How satisfied are you with collection the subject matter?</i>				511	0	16	28

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
Wolfner Trust Fund Increase - 1231001								
SUPPLIES	0	0.00	0	0.00	10,000	0.00	10,000	0.00
PROFESSIONAL SERVICES	0	0.00	0	0.00	5,499	0.00	5,499	0.00
TOTAL - EE	0	0.00	0	0.00	15,499	0.00	15,499	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$15,499	0.00	\$15,499	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$15,499	0.00	\$15,499	0.00

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
GRANTS AND PROJECTS								
CORE								
EXPENSE & EQUIPMENT								
SECRETARY OF STATE-FED & OTHER	97,565	0.00	17	0.00	17	0.00	17	0.00
TOTAL - EE	97,565	0.00	17	0.00	17	0.00	17	0.00
PROGRAM-SPECIFIC								
SECRETARY OF STATE-FED & OTHER	34,796	0.00	199,983	0.00	199,983	0.00	199,983	0.00
TOTAL - PD	34,796	0.00	199,983	0.00	199,983	0.00	199,983	0.00
TOTAL	132,361	0.00	200,000	0.00	200,000	0.00	200,000	0.00
GRAND TOTAL	\$132,361	0.00	\$200,000	0.00	\$200,000	0.00	\$200,000	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23142C
Division	Administrative Services		
Core -	Federal Grants, Donations, Projects		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	200,000	0	200,000
TRF	0	0	0	0
Total	0	200,000	0	200,000

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	200,000	0	200,000
TRF	0	0	0	0
Total	0	200,000	0	200,000

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as the Department of Elementary and Secondary Education, the Department of Health and Senior Services, the Department of Mental Health, and the Department of Social Services. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.

The Secretary of State currently has one active grant, totalling \$30,500, utilizing this fund.

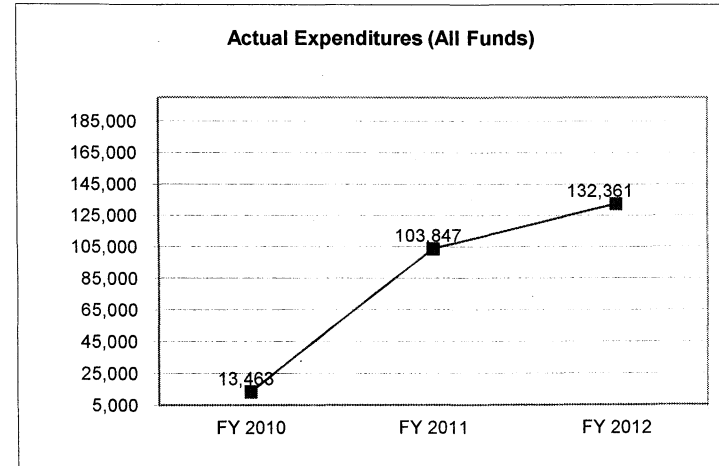
3. PROGRAM LISTING (list programs included in this core funding)

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23142C
Division	Administrative Services		
Core -	Federal Grants, Donations, Projects		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	200,000	200,000	200,000	200,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	200,000	200,000	200,000	N/A
Actual Expenditures (All Funds)	13,463	103,847	132,361	N/A
Unexpended (All Funds)	186,537	96,153	67,639	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	186,537	96,153	67,639	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

This appropriation has enabled the receipt of two National Historical Publications and Records Commission (NHPRC) grants.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
GRANTS AND PROJECTS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	17	0	17	
	PD	0.00	0	199,983	0	199,983	
	Total	0.00	0	200,000	0	200,000	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	17	0	17	
	PD	0.00	0	199,983	0	199,983	
	Total	0.00	0	200,000	0	200,000	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	17	0	17	
	PD	0.00	0	199,983	0	199,983	
	Total	0.00	0	200,000	0	200,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
GRANTS AND PROJECTS								
CORE								
TRAVEL, IN-STATE	1,240	0.00	1	0.00	1	0.00	1	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
FUEL & UTILITIES	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	21,543	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1	0.00	1	0.00	1	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	70,735	0.00	1	0.00	1	0.00	1	0.00
HOUSEKEEPING & JANITORIAL SERV	0	0.00	1	0.00	1	0.00	1	0.00
M&R SERVICES	274	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	3,172	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	437	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	1	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	164	0.00	1	0.00	1	0.00	1	0.00
TOTAL - EE	97,565	0.00	17	0.00	17	0.00	17	0.00
PROGRAM DISTRIBUTIONS	34,690	0.00	199,983	0.00	199,983	0.00	199,983	0.00
REFUNDS	106	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PD	34,796	0.00	199,983	0.00	199,983	0.00	199,983	0.00
GRAND TOTAL	\$132,361	0.00	\$200,000	0.00	\$200,000	0.00	\$200,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$132,361	0.00	\$200,000	0.00	\$200,000	0.00	\$200,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Federal grants, donations, contracts

Program is found in the following core budget(s): Administrative Services

1. What does this program do?

The opportunity to apply for federal funding and other grants comes at various times throughout the fiscal year. Not all of the funding opportunities can be foreseen ahead of time. This appropriation has the effect of substantially increasing the department's ability to take advantage of funds which may become available between sessions.

The Secretary of State currently has one active grant, totalling \$30,500,utilizing this fund.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

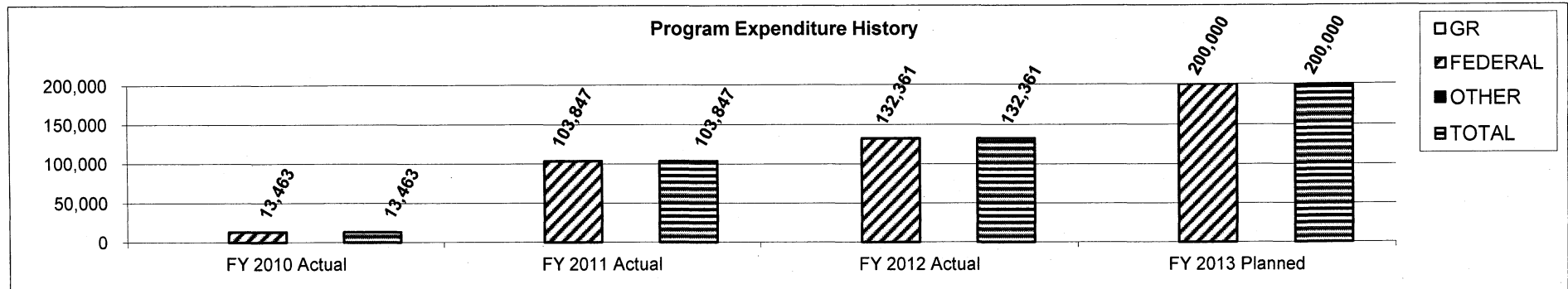
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Grants, donations, and contracts

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Federal grants, donations, contracts

Program is found in the following core budget(s): Administrative Services

7a. Provide an effectiveness measure.

Funding from other sources for innovative projects increases.

7b. Provide an efficiency measure.

Having this appropriation has ensured that the projects have started and been completed in a timely manner. The process has not been delayed while waiting to receive spending authority to spend the grant monies.

7c. Provide the number of clients/individuals served, if applicable.

Scope will depend on each innovative project identified and completed.

7d. Provide a customer satisfaction measure, if available.

Faster completion will improve satisfaction and result in more innovative projects.

**Refunds /
Restitution**

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
REFUNDS									
CORE									
PROGRAM-SPECIFIC									
GENERAL REVENUE	42,377	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
TOTAL - PD	42,377	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
TOTAL	42,377	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
GRAND TOTAL	\$42,377	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00	

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	<u>23145C</u>
Division	Refunds Core		
Core -	Refunds		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	0	50,000 E
TRF	0	0	0	0
Total	50,000	0	0	50,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: None

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	0	50,000 E
TRF	0	0	0	0
Total	50,000	0	0	50,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

Most refunds for prior fiscal years were due to overpayments received in the form of checks in our Business Services area. We have expanded online filing in Business Services, which automatically determines the total fees owed, and these are then paid by credit card and ACH debit.

3. PROGRAM LISTING (list programs included in this core funding)

Refunds

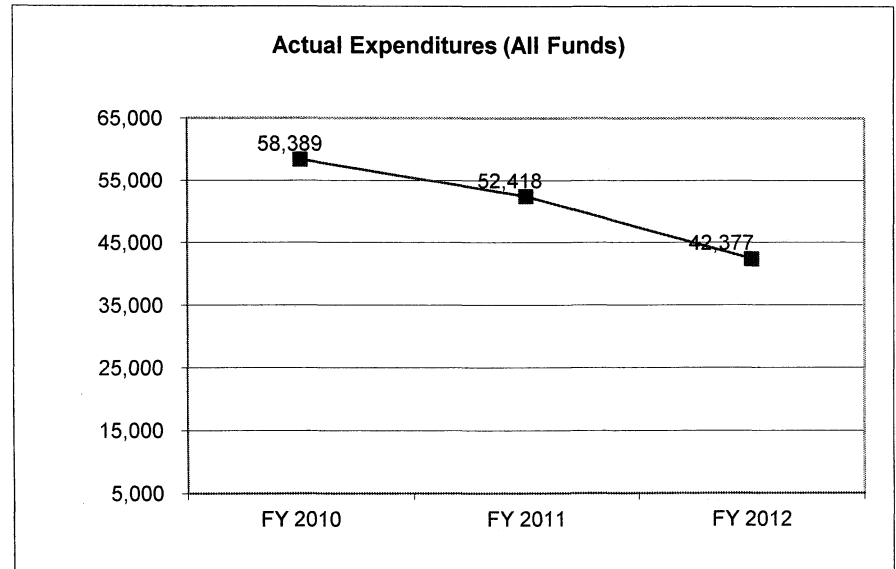
CORE DECISION ITEM

Department Secretary of State
Division Refunds Core
Core - Refunds

Budget Unit 23145C

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.	
Appropriation (All Funds)	60,000	52,450	50,000	50,000	E
Less Reverted (All Funds)	0	0	0	N/A	
Budget Authority (All Funds)	60,000	52,450	50,000	N/A	
Actual Expenditures (All Funds)	58,389	52,418	42,377	N/A	
Unexpended (All Funds)	1,611	32	7,623	N/A	
Unexpended, by Fund:					
General Revenue	1,611	32	7,623	N/A	
Federal	0	0	0	N/A	
Other	0	0	0	N/A	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
REFUNDS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	50,000	0	0	50,000	
	Total	0.00	50,000	0	0	50,000	
DEPARTMENT CORE REQUEST							
	PD	0.00	50,000	0	0	50,000	
	Total	0.00	50,000	0	0	50,000	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	50,000	0	0	50,000	
	Total	0.00	50,000	0	0	50,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REFUNDS								
CORE								
REFUNDS	42,377	0.00	50,000	0.00	50,000	0.00	50,000	0.00
TOTAL - PD	42,377	0.00	50,000	0.00	50,000	0.00	50,000	0.00
GRAND TOTAL	\$42,377	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
GENERAL REVENUE	\$42,377	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Administrative Services

Program is found in the following core budget(s): Refunds

1. What does this program do?

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an estimated appropriation to allow timely payment of refunds should there be more overpayments than anticipated. This appropriation is used for refunds occurring in all areas within the office except special funds.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Constitution

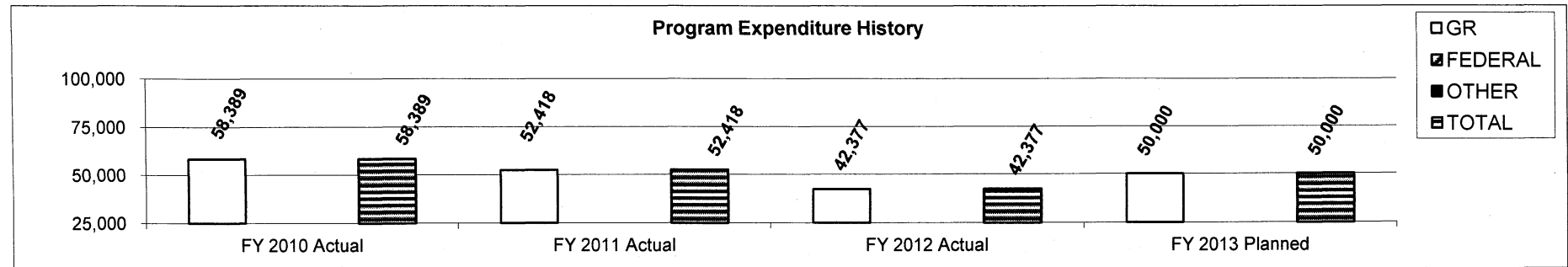
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Administrative Services

Program is found in the following core budget(s): Refunds

6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

None

7b. Provide an efficiency measure.

Rather than return a check for an incorrect amount and delay processing of the filing or other service, this office will deposit the check and refund the excess fee collected. These refunds provide faster and better service for customers of the Office of the Secretary of State.

7c. Provide the number of clients/individuals served, if applicable.

None

7d. Provide a customer satisfaction measure, if available.

None

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
INVESTORS' RESTITUTION								
CORE								
PROGRAM-SPECIFIC								
INVESTORS RESTITUTION FUND	735,107	0.00	55,000	0.00	55,000	0.00	55,000	0.00
TOTAL - PD	735,107	0.00	55,000	0.00	55,000	0.00	55,000	0.00
TOTAL	735,107	0.00	55,000	0.00	55,000	0.00	55,000	0.00
GRAND TOTAL	\$735,107	0.00	\$55,000	0.00	\$55,000	0.00	\$55,000	0.00

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CORE DECISION ITEM

Department: Secretary of State
Division: Securities
Core - Investor Restitution Fund

Budget Unit 23149C

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	55,000	55,000 E
TRF	0	0	0	0
Total	0	0	55,000	55,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Investor Restitution (0741)

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	55,000	55,000 E
TRF	0	0	0	0
Total	0	0	55,000	55,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing restitution funds obtained through Securities Division enforcement actions to aggrieved investors. During the course of a year, it is never known how much money might be paid into the fund or needed for distribution from the fund. An estimated fund is necessary to allow us to increase the fund and pay aggrieved investors in a timely manner.

3. PROGRAM LISTING (list programs included in this core funding)

Investor Restitution

CORE DECISION ITEM

Department: Secretary of State

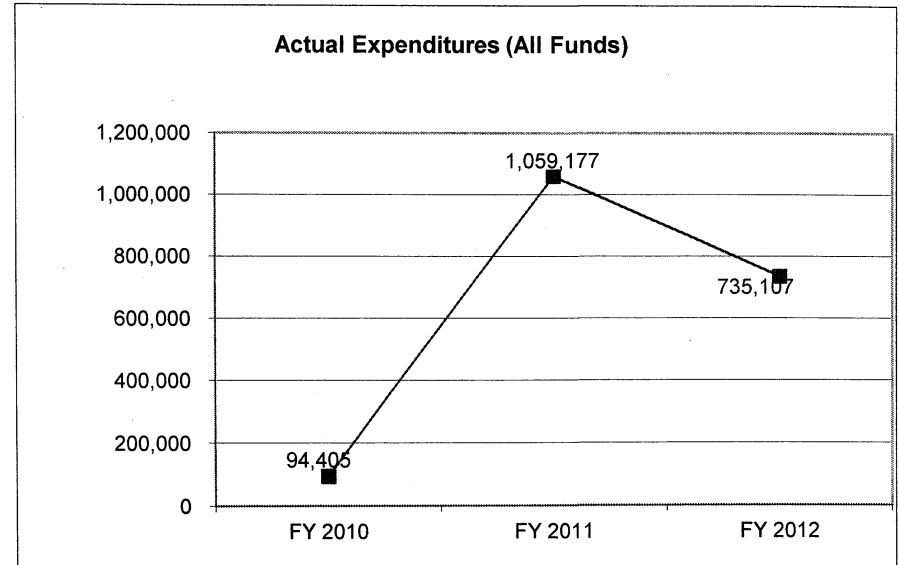
Budget Unit 23149C

Division: Securities

Core - Investor Restitution Fund

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	96,000	1,070,000	765,000	55,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	96,000	1,070,000	765,000	N/A
Actual Expenditures (All Funds)	94,405	1,059,177	735,107	N/A
Unexpended (All Funds)	1,595	10,823	29,893	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	1,595	10,823	29,893	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES: Restitutions paid to aggrieved investors is dependent on court orders and cannot be projected.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
INVESTORS' RESTITUTION

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	0	0	55,000	55,000	
	Total	0.00	0	0	55,000	55,000	
DEPARTMENT CORE REQUEST							
	PD	0.00	0	0	55,000	55,000	
	Total	0.00	0	0	55,000	55,000	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	0	0	55,000	55,000	
	Total	0.00	0	0	55,000	55,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
INVESTORS' RESTITUTION								
CORE								
PROGRAM DISTRIBUTIONS	735,107	0.00	55,000	0.00	55,000	0.00	55,000	0.00
TOTAL - PD	735,107	0.00	55,000	0.00	55,000	0.00	55,000	0.00
GRAND TOTAL	\$735,107	0.00	\$55,000	0.00	\$55,000	0.00	\$55,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$735,107	0.00	\$55,000	0.00	\$55,000	0.00	\$55,000	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Securities

Program is found in the following core budget(s): Investor Restitution Fund

1. What does this program do?

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing restitution funds obtained through Securities Division enforcement actions to aggrieved investors.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 409.6-603(e), RSMo.

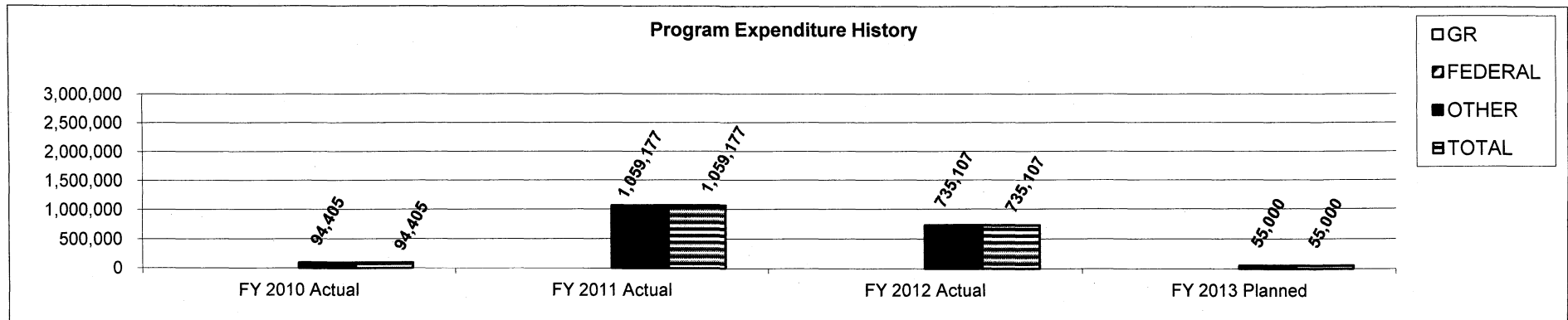
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Securities

Program is found in the following core budget(s): Investor Restitution Fund

6. What are the sources of the "Other " funds?

Investor Restitution Fund (0741)

7a. Provide an effectiveness measure.

N/A

7b. Provide an efficiency measure.

N/A

7c. Provide the number of clients/individuals served, if applicable.

One-hundred forty seven payments were made to aggrieved investors in FY11

7d. Provide a customer satisfaction measure, if available.

Money is returned to aggrieved investors.

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTIONS PUBLIC NOTICE								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
TOTAL - EE	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
TOTAL	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
GRAND TOTAL	\$0	0.00	\$1,300,000	0.00	\$100,000	0.00	\$100,000	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23151C
Division	Elections		
Core -	Elections Public Notice		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	100,000	0	0	100,000 E
PSD	0	0	0	0
TRF	0	0	0	0
Total	100,000	0	0	100,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	100,000	0	0	100,000 E
PSD	0	0	0	0
TRF	0	0	0	0
Total	100,000	0	0	100,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

The Missouri Constitution and Section 116.260 RSMo require the Office of the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted on at an election. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly and an "E" appropriation is necessary.

3. PROGRAM LISTING (list programs included in this core funding)

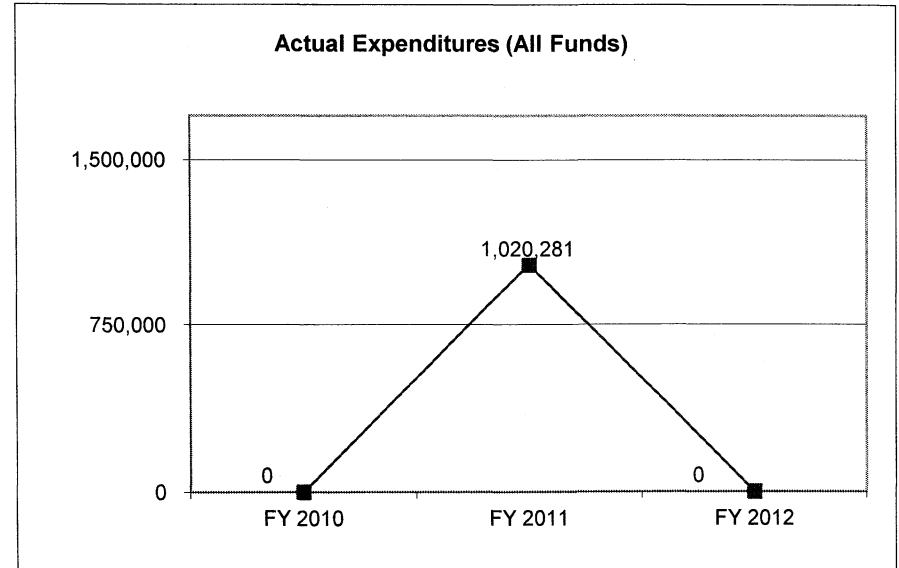
Elections Public Notice

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23151C
Division	Elections		
Core -	Elections Public Notice		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.	
Appropriation (All Funds)	100,000	1,300,000	100,000	1,300,000	E
Less Reverted (All Funds)	0	0	0	N/A	
Budget Authority (All Funds)	100,000	1,300,000	100,000	N/A	
Actual Expenditures (All Funds)	0	1,020,281	0	N/A	
Unexpended (All Funds)	100,000	279,719	100,000	N/A	
Unexpended, by Fund:					
General Revenue	100,000	279,719	100,000	N/A	
Federal	0	0	0	N/A	
Other	0	0	0	N/A	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
ELECTIONS PUBLIC NOTICE

5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES								
EE			0.00	1,300,000	0	0	1,300,000	
Total			0.00	1,300,000	0	0	1,300,000	
DEPARTMENT CORE ADJUSTMENTS								
1x Expenditures	1793 0079	EE	0.00	(1,200,000)	0	0	(1,200,000)	
NET DEPARTMENT CHANGES			0.00	(1,200,000)	0	0	(1,200,000)	
DEPARTMENT CORE REQUEST								
EE			0.00	100,000	0	0	100,000	
Total			0.00	100,000	0	0	100,000	
GOVERNOR'S RECOMMENDED CORE								
EE			0.00	100,000	0	0	100,000	
Total			0.00	100,000	0	0	100,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTIONS PUBLIC NOTICE								
CORE								
PROFESSIONAL SERVICES	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
TOTAL - EE	0	0.00	1,300,000	0.00	100,000	0.00	100,000	0.00
GRAND TOTAL	\$0	0.00	\$1,300,000	0.00	\$100,000	0.00	\$100,000	0.00
GENERAL REVENUE	\$0	0.00	\$1,300,000	0.00	\$100,000	0.00	\$100,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Elections Public Notice

1. What does this program do?

This requirement provides for the publication in local newspapers of the full text of statewide ballot measures.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Constitution, Article XII, Section 2b; Section 116.260, RSMo.

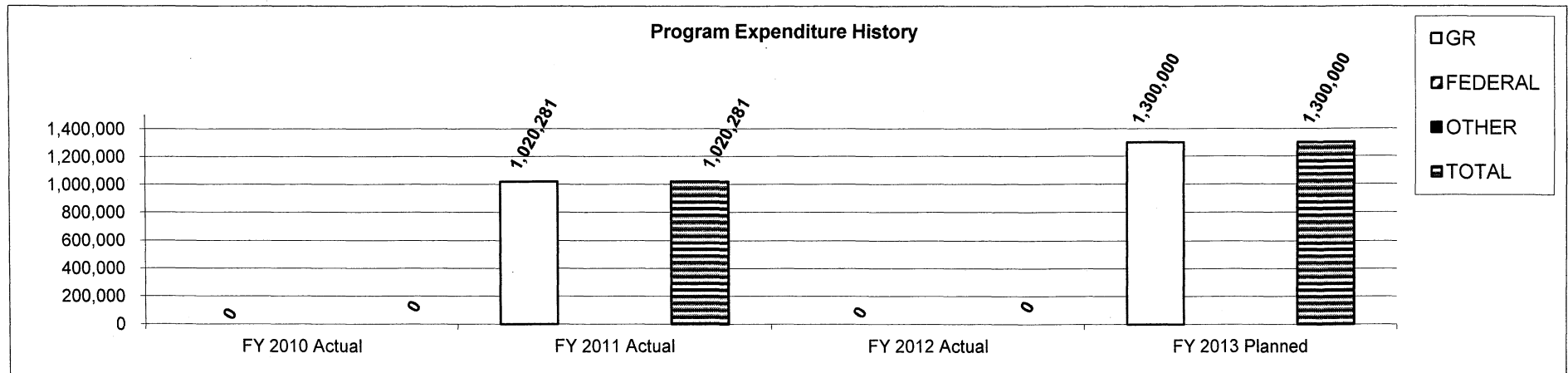
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Elections Public Notice

6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

Although a direct measure would be difficult, the intent of the program is to meet the statutory requirement to inform voters of the proposed changes to the state constitution and/or state statutes.

7b. Provide an efficiency measure.

Publishing requirements were met according to the state constitution and state statutes.

7c. Provide the number of clients/individuals served, if applicable.

Citizens of the State of Missouri.

7d. Provide a customer satisfaction measure, if available.

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ABSENTEE BALLOTS								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	985	0.00	2,000	0.00	1,000	0.00	1,000	0.00
TOTAL - EE	985	0.00	2,000	0.00	1,000	0.00	1,000	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	43,415	0.00	78,000	0.00	49,000	0.00	49,000	0.00
TOTAL - PD	43,415	0.00	78,000	0.00	49,000	0.00	49,000	0.00
TOTAL	44,400	0.00	80,000	0.00	50,000	0.00	50,000	0.00
GRAND TOTAL	\$44,400	0.00	\$80,000	0.00	\$50,000	0.00	\$50,000	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23148C
Division	Elections		
Core -	Absentee Ballots		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1,000	0	0	1,000 E
PSD	49,000	0	0	49,000 E
TRF	0	0	0	0
Total	50,000	0	0	50,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	1,000	0	0	1,000 E
PSD	49,000	0	0	49,000 E
TRF	0	0	0	0
Total	50,000	0	0	50,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

This core is to allow the Elections Division to pay election authorities for using business reply permit on absentee envelopes returned by voters in accordance with 115.285 RSMo. The Secretary of State reimburses counties for these expenses so voters are not required to pay postage for returning an absentee ballot through the mail.

3. PROGRAM LISTING (list programs included in this core funding)

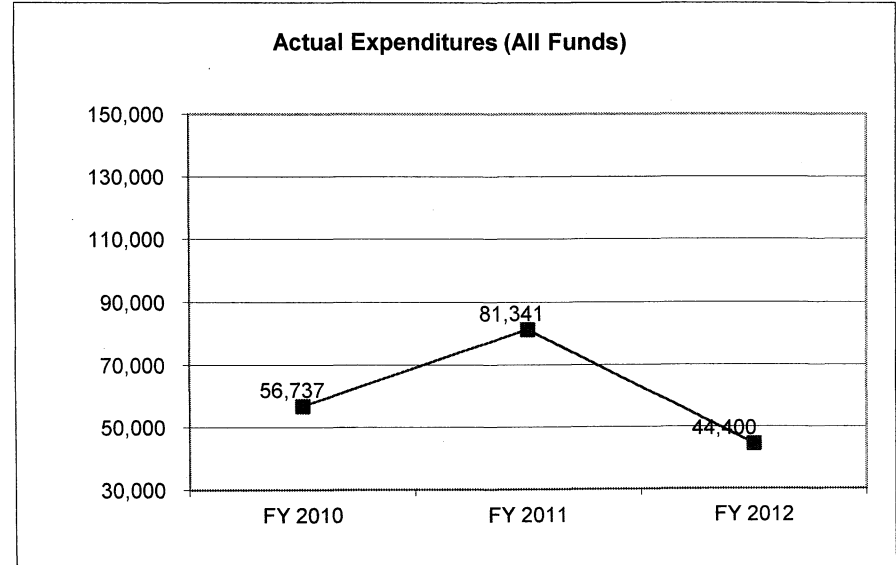
Absentee Ballots

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23148C
Division	Elections		
Core -	Absentee Ballots		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	62,000	81,915	50,000	80,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	62,000	81,915	50,000	N/A
Actual Expenditures (All Funds)	56,737	81,341	44,400	N/A
Unexpended (All Funds)	5,263	574	5,600	N/A
Unexpended, by Fund:				
General Revenue	5,263	574	5,600	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
ABSENTEE BALLOTS

5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES								
		EE	0.00	2,000	0	0	2,000	
		PD	0.00	78,000	0	0	78,000	
		Total	0.00	80,000	0	0	80,000	
DEPARTMENT CORE ADJUSTMENTS								
1x Expenditures	1794 2041	EE	0.00	(1,000)	0	0	(1,000)	
1x Expenditures	1794 2041	PD	0.00	(29,000)	0	0	(29,000)	
NET DEPARTMENT CHANGES			0.00	(30,000)	0	0	(30,000)	
DEPARTMENT CORE REQUEST								
		EE	0.00	1,000	0	0	1,000	
		PD	0.00	49,000	0	0	49,000	
		Total	0.00	50,000	0	0	50,000	
GOVERNOR'S RECOMMENDED CORE								
		EE	0.00	1,000	0	0	1,000	
		PD	0.00	49,000	0	0	49,000	
		Total	0.00	50,000	0	0	50,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ABSENTEE BALLOTS								
CORE								
SUPPLIES	985	0.00	1,000	0.00	0	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
TOTAL - EE	985	0.00	2,000	0.00	1,000	0.00	1,000	0.00
PROGRAM DISTRIBUTIONS	43,415	0.00	78,000	0.00	49,000	0.00	49,000	0.00
TOTAL - PD	43,415	0.00	78,000	0.00	49,000	0.00	49,000	0.00
GRAND TOTAL	\$44,400	0.00	\$80,000	0.00	\$50,000	0.00	\$50,000	0.00
GENERAL REVENUE	\$44,400	0.00	\$80,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found n the following core budget(s): Absentee Ballots

1. What does this program do?

This program allows voters to return their absentee ballots to their local election authority at no expense to the voter. The local election authority prints a business reply permit on absentee ballot envelopes. The Secretary of State, through this appropriation, reimburses the local election authority for the expenses incurred.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.285, RSMo.

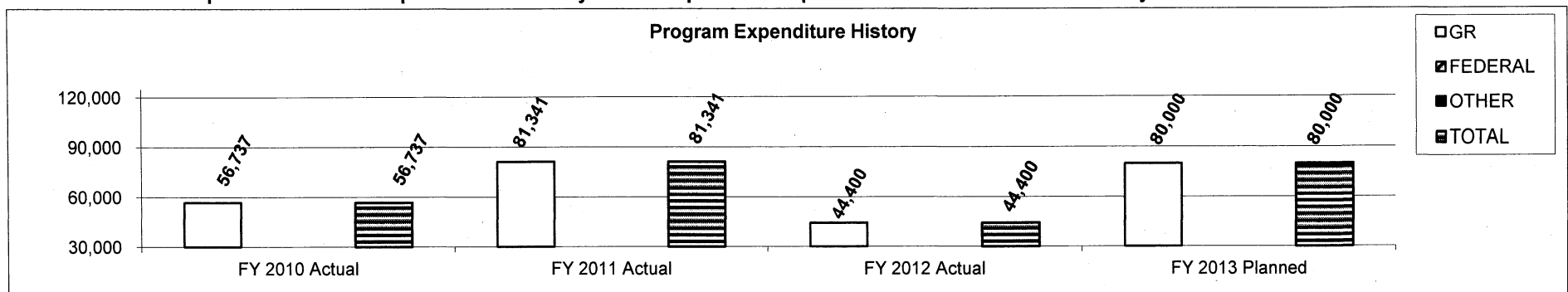
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

None

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found n the following core budget(s): Absentee Ballots

7a. Provide an effectiveness measure.

Since the enactment of this law in 1999, voters incur no expense to vote absentee by mail.

7b. Provide an efficiency measure.

Payments to local elections authorities are made, if possible, within 10 days of submission date.

7c. Provide the number of clients/individuals served, if applicable.

116 local elections authorities and thousands of absentee voters.

In Calendar Year 2008, 344,199 absentee ballots were cast.

In Calendar Year 2010, 173,639 absentee ballots were cast.

In Calendar Year 2012, 271,972 absentee ballots were cast.

7d. Provide a customer satisfaction measure, if available.

Absentee voters are able to cast their ballot and mail at no costs to themselves.

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION PRINTING								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	20,424	0.00	0	0.00	0	0.00	0	0.00
TOTAL - EE	20,424	0.00	0	0.00	0	0.00	0	0.00
TOTAL	20,424	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$20,424	0.00	\$0	0.00	\$0	0.00	\$0	0.00

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DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION PRINTING								
CORE								
PROFESSIONAL SERVICES	20,424	0.00	0	0.00	0	0.00	0	0.00
TOTAL - EE	20,424	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$20,424	0.00	\$0	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$20,424	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FEDERAL ELECTION REFORM								
CORE								
EXPENSE & EQUIPMENT								
ELECTION ADMIN IMPROVEMENT	4,249,432	0.00	3,776,077	0.00	3,776,077	0.00	3,776,077	0.00
ELECTION IMPROV REVOLVING LOAN	0	0.00	196,185	0.00	196,185	0.00	196,185	0.00
TOTAL - EE	4,249,432	0.00	3,972,262	0.00	3,972,262	0.00	3,972,262	0.00
PROGRAM-SPECIFIC								
ELECTION ADMIN IMPROVEMENT	2,621,826	0.00	5,190,418	0.00	5,190,418	0.00	5,190,418	0.00
ELECTION IMPROV REVOLVING LOAN	279,138	0.00	200,000	0.00	200,000	0.00	200,000	0.00
TOTAL - PD	2,900,964	0.00	5,390,418	0.00	5,390,418	0.00	5,390,418	0.00
TOTAL	7,150,396	0.00	9,362,680	0.00	9,362,680	0.00	9,362,680	0.00
GRAND TOTAL	\$7,150,396	0.00	\$9,362,680	0.00	\$9,362,680	0.00	\$9,362,680	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit <u>23153C</u>
Division	Elections	
Core -	Federal Election Reform	

1. CORE FINANCIAL SUMMARY									
FY 2014 Budget Request					FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	3,972,262	0	3,972,262	EE	0	3,972,262	0	3,972,262
PSD	0	5,390,418	0	5,390,418	PSD	0	5,390,418	0	5,390,418
TRF	0	0	0	0	TRF	0	0	0	0
Total	0	9,362,680	0	9,362,680	Total	0	9,362,680	0	9,362,680
 FTE	 0.00	 0.00	 0.00	 0.00	 FTE	 0.00	 0.00	 0.00	 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:	
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2. CORE DESCRIPTION									
<p>This program provides federal funds to states to improve the administration of elections. This includes updating voting equipment, improving access of the elections process to those with disabilities, updating a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs. Federal funds have been received through guidelines of the US Elections Assistance Commission and interest has accrued. The core amount requested has been reduced due to declining federal funds. A transfer from the Special Elections Subsidy Fund is made annually that provides for Federally required matching and maintenance of effort requirements and supports the Help America Vote Act activities.</p>									

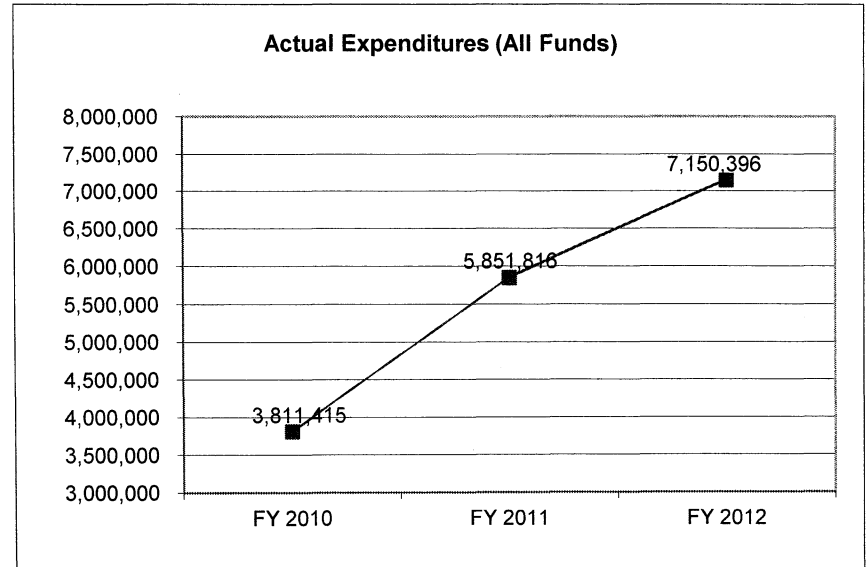
3. PROGRAM LISTING (list programs included in this core funding)									
<p>Federal Election Reform</p>									

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23153C
Division	Elections		
Core -	Federal Election Reform		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	13,709,152	12,209,152	9,363,785	9,362,680
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	13,709,152	12,209,152	9,363,785	N/A
Actual Expenditures (All Funds)	3,811,415	5,851,816	7,150,396	N/A
Unexpended (All Funds)	9,897,737	6,357,336	2,213,389	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	9,897,737	6,357,336	2,213,389	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES: Personal services (6 FTE) were transferred to the operating core in FY10.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
FEDERAL ELECTION REFORM

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	3,972,262	0	3,972,262	
	PD	0.00	0	5,390,418	0	5,390,418	
	Total	0.00	0	9,362,680	0	9,362,680	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	3,972,262	0	3,972,262	
	PD	0.00	0	5,390,418	0	5,390,418	
	Total	0.00	0	9,362,680	0	9,362,680	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	3,972,262	0	3,972,262	
	PD	0.00	0	5,390,418	0	5,390,418	
	Total	0.00	0	9,362,680	0	9,362,680	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FEDERAL ELECTION REFORM								
CORE								
TRAVEL, IN-STATE	3,654	0.00	2,501	0.00	2,501	0.00	2,501	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2,500	0.00	2,500	0.00	2,500	0.00
FUEL & UTILITIES	11,812	0.00	0	0.00	0	0.00	0	0.00
SUPPLIES	140,086	0.00	148,186	0.00	148,186	0.00	148,186	0.00
PROFESSIONAL DEVELOPMENT	855	0.00	100	0.00	100	0.00	100	0.00
COMMUNICATION SERV & SUPP	156,973	0.00	103,000	0.00	103,000	0.00	103,000	0.00
PROFESSIONAL SERVICES	1,781,489	0.00	263,896	0.00	263,896	0.00	263,896	0.00
M&R SERVICES	1,141,076	0.00	2,452,071	0.00	2,452,071	0.00	2,452,071	0.00
COMPUTER EQUIPMENT	966,995	0.00	1,000,002	0.00	1,000,002	0.00	1,000,002	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	26,295	0.00	1	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	19,726	0.00	2	0.00	2	0.00	2	0.00
MISCELLANEOUS EXPENSES	471	0.00	2	0.00	2	0.00	2	0.00
TOTAL - EE	4,249,432	0.00	3,972,262	0.00	3,972,262	0.00	3,972,262	0.00
PROGRAM DISTRIBUTIONS	2,899,914	0.00	5,390,416	0.00	5,390,416	0.00	5,390,416	0.00
REFUNDS	1,050	0.00	2	0.00	2	0.00	2	0.00
TOTAL - PD	2,900,964	0.00	5,390,418	0.00	5,390,418	0.00	5,390,418	0.00
GRAND TOTAL	\$7,150,396	0.00	\$9,362,680	0.00	\$9,362,680	0.00	\$9,362,680	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$7,150,396	0.00	\$9,362,680	0.00	\$9,362,680	0.00	\$9,362,680	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Federal Election Reform

1. What does this program do?

The Help America Vote Act of 2002, passed by the United States Congress, provides federal funds to states to improve the administration of elections. This includes upgrading voting equipment, improving access to the elections process for those with disabilities, updating a statewide voter registration database with access by all local election authorities, election improvements, and creating voter education and poll worker training programs.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Help America Vote Act of 2002 and HB 511 (2003)

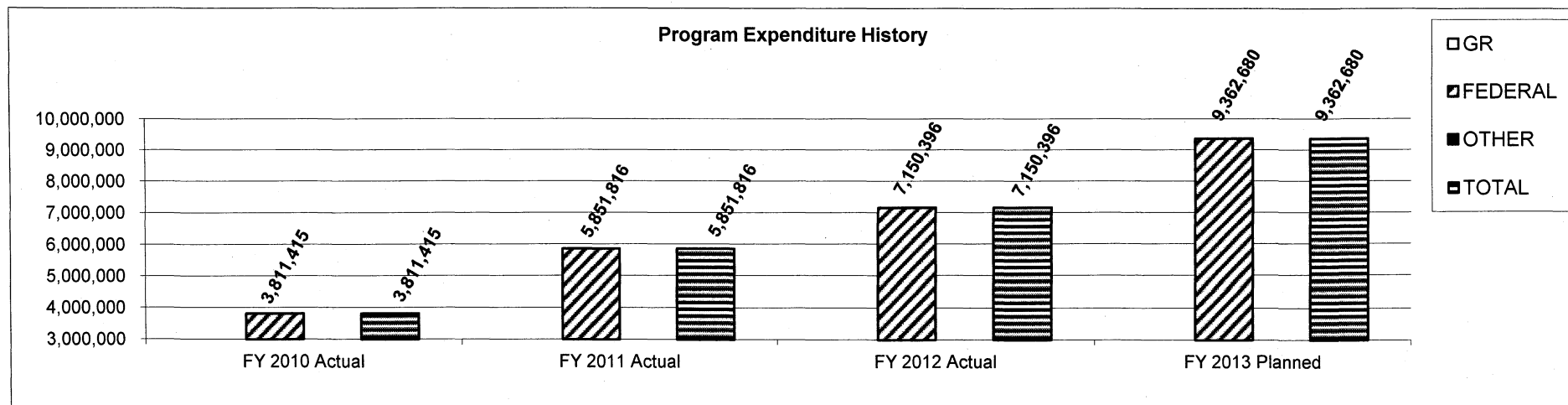
3. Are there federal matching requirements? If yes, please explain.

Federal law requires that Missouri maintain expenditures for the Elections Division for the Office of the Secretary of State at the same level or greater than for the state fiscal year ending June 30, 2000.

4. Is this a federally mandated program? If yes, please explain.

Yes, it is mandated by the Help America Vote Act, passed by Congress in 2002.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Elections

Program is found in the following core budget(s): Federal Election Reform

6. What are the sources of the "Other " funds?

Election Administration Improvement Fund (HAVA) (0157); Election Improvement Revolving Loan Fund (HHS) (0158)

7a. Provide an effectiveness measure.

The Secretary of State must comply with HAVA and state election laws to provide for the distribution and monitoring of federal funds, voter education, poll worker training, voting system qualification, maintenance of the statewide voter registration database, and other election related activities.

7b. Provide an efficiency measure.

The timely disbursement of federal funds to local election authorities in order to minimize the time elapsing between the transfer of funds from the state and subsequent disbursement by the election authority.

7c. Provide the number of clients/individuals served, if applicable.

116 local election authorities and thousands of Missouri voters.

7d. Provide a customer satisfaction measure, if available.

A statewide voter registration database accessible to all election authorities has been implemented and ongoing maintenance and enhancements are being made to better serve the needs of the local election authorities; poll workers, including election judges, are receiving ongoing training to comply with HAVA regulations; LEAs have been offered poll worker training; information on voter registration and polling place look up have been made available on the SOS website; complaint procedures have been implemented; initiative and referendum petitions submitted have been timely processed; over seven million dollars worth of grants have been made available to LEAs for the 2012 election cycle, close to \$2 million has been made available in the past two fiscal years for voter list maintenance activities and nearly \$2 million dollars is being made available during the upcoming two fiscal years.

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION COSTS TRANSFER								
CORE								
FUND TRANSFERS								
GENERAL REVENUE	6,762,205	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
TOTAL - TRF	6,762,205	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
TOTAL	6,762,205	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
GRAND TOTAL	\$6,762,205	0.00	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit <u>23154C</u>
Division	Elections	
Core -	Election Costs Transfer	

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request					FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	0	0	PSD	0	0	0	0
TRF	4,284,000	0	0	4,284,000	TRF	4,284,000	0	0	4,284,000
Total	4,284,000	0	0	4,284,000	Total	4,284,000	0	0	4,284,000
 FTE	 0.00	 0.00	 0.00	 0.00	 FTE	 0.00	 0.00	 0.00	 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

2. CORE DESCRIPTION

The State must pay proportional costs for special elections of two or more political subdivisions. As required by 115.077 RSMo, the Secretary of State will transfer from general revenue to the state election subsidy fund an amount not less than that expended in FY2000, which was \$4,284,000.

3. PROGRAM LISTING (list programs included in this core funding)

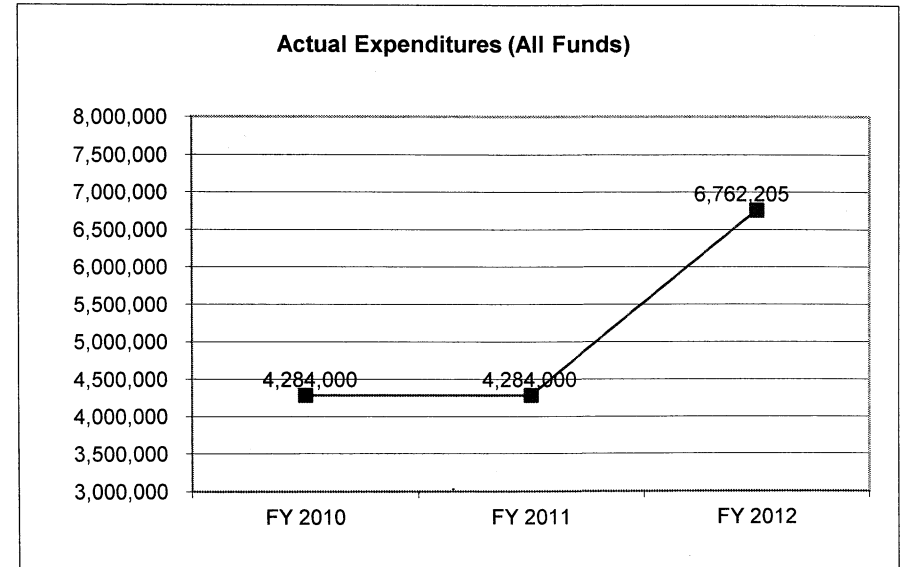
Special election costs

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	<u>23154C</u>
Division	Elections		
Core -	Election Costs Transfer		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	4,284,000	4,284,000	6,762,205	4,284,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,284,000	4,284,000	6,762,205	N/A
Actual Expenditures (All Funds)	4,284,000	4,284,000	6,762,205	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

Appropriation was increased in FY12 due to the Presidential Preference Primary.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
ELECTION COSTS TRANSFER

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	TRF	0.00	4,284,000	0	0	4,284,000	
	Total	0.00	4,284,000	0	0	4,284,000	
DEPARTMENT CORE REQUEST							
	TRF	0.00	4,284,000	0	0	4,284,000	
	Total	0.00	4,284,000	0	0	4,284,000	
GOVERNOR'S RECOMMENDED CORE							
	TRF	0.00	4,284,000	0	0	4,284,000	
	Total	0.00	4,284,000	0	0	4,284,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION COSTS TRANSFER								
CORE								
TRANSFERS OUT	6,762,205	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
TOTAL - TRF	6,762,205	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
GRAND TOTAL	\$6,762,205	0.00	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00
GENERAL REVENUE	\$6,762,205	0.00	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Election Costs Transfer

Program is found in the following core budget(s): Elections

1. What does this program do?

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections in each fiscal year is unknown. The Secretary of State must transfer from general revenue to the state election subsidy an amount not less than that expended in FY2000, which was \$4,284,000.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 115.077 and 115.063, RSMo.

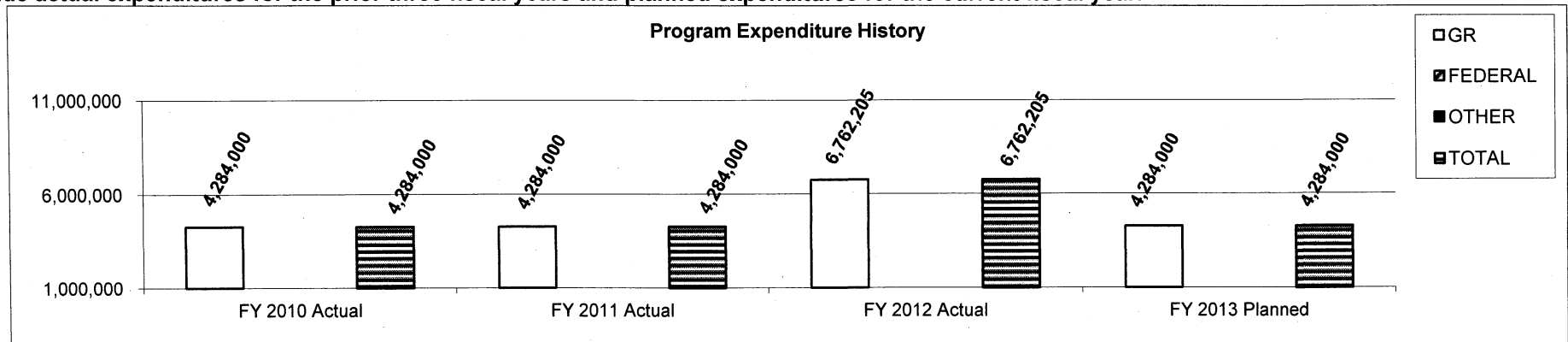
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Election Costs Transfer

Program is found in the following core budget(s): Elections

6. What are the sources of the "Other " funds?

7a. Provide an effectiveness measure.

Compliance with 115.077 RSMo.

7b. Provide an efficiency measure.

N/A

7c. Provide the number of clients/individuals served, if applicable.

N/A

7d. Provide a customer satisfaction measure, if available.

N/A

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SPECIAL ELECTION & OTHER COSTS								
CORE								
PROGRAM-SPECIFIC								
STATE ELECTIONS SUBSIDY	7,526,299	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	7,526,299	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL	7,526,299	0.00	400,000	0.00	400,000	0.00	400,000	0.00
GRAND TOTAL	\$7,526,299	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23155C
Division	Elections		
Core -	Special Election Costs		

1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request					FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	400,000	400,000	PSD	0	0	400,000	400,000
TRF	0	0	0	0	TRF	0	0	0	0
Total	0	0	400,000	400,000	Total	0	0	400,000	400,000
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Election Subsidy Fund (0686)

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

As required by 115.063 RSMo, the State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections to be called in a fiscal year is unknown.

3. PROGRAM LISTING (list programs included in this core funding)

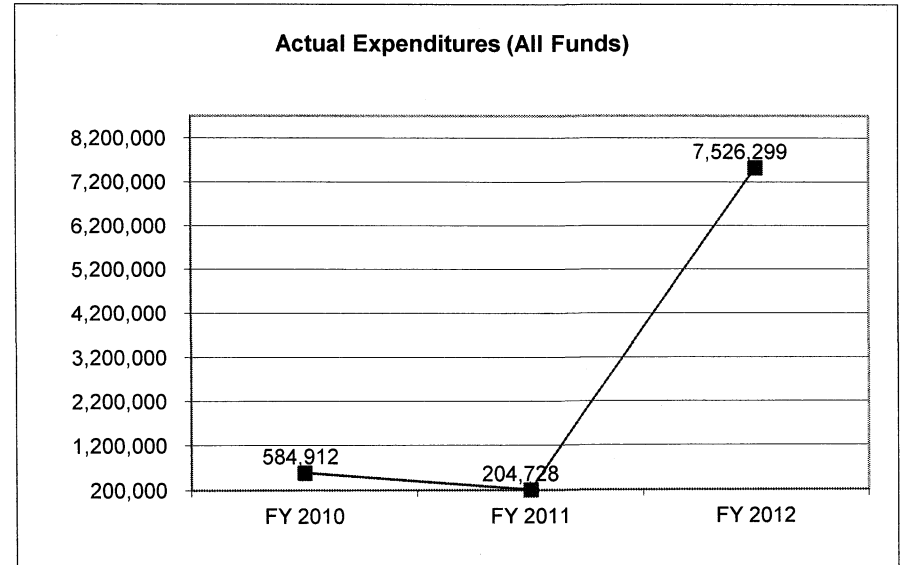
Special Election Costs

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23155C
Division	Elections		
Core -	Special Election Costs		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	585,000	400,000	7,550,000	400,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	585,000	400,000	7,550,000	N/A
Actual Expenditures (All Funds)	584,912	204,728	7,526,299	N/A
Unexpended (All Funds)	88	195,272	23,701	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	88	195,272	23,701	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES: Per 115.077 RSMo, any unexpended funds in the State Election Subsidy Fund will be transferred to the election administration improvements fund to meet the state's funding obligation to maintain expenditures pursuant to Section 254(a)(7) of the Help America Act Vote Act of 2002. There were no Special Elections called in fiscal year 2009. In FY2010, Special Elections were District 73, Representative; District 4, Senate; District 62, Representative; District 57, Representative; In FY 2011, Special Elections were held in District 9, Senate. In FY 2012 Special Elections were held on November 8, 2011, in District 83, Representative; District 41, Representative; District 39, Representative; District 15, Representative, and in February, the presidential preference primary per section 115.785 RSMo. In FY 2013 thus far a Special Election was held in Representative District 87 and Constitutional Amendment 2 was added to the Primary Election as a Special Election.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
SPECIAL ELECTION & OTHER COSTS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	0	0	400,000	400,000	
	Total	0.00	0	0	400,000	400,000	
DEPARTMENT CORE REQUEST							
	PD	0.00	0	0	400,000	400,000	
	Total	0.00	0	0	400,000	400,000	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	0	0	400,000	400,000	
	Total	0.00	0	0	400,000	400,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SPECIAL ELECTION & OTHER COSTS								
CORE								
PROGRAM DISTRIBUTIONS	7,526,299	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	7,526,299	0.00	400,000	0.00	400,000	0.00	400,000	0.00
GRAND TOTAL	\$7,526,299	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$7,526,299	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Special Election Costs

Program is found in the following core budget(s): Elections

1. What does this program do?

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections to be called in a fiscal year is unknown. In FY2006, seven special elections were held; in FY2007, none; in FY 2008, four and the presidential primary [per 115.785 RSMo]. Five special elections were held in FY2010; One special election was held in fiscal year 2011; Four special elections were held on November 8, 2011, in FY2012; and the presidential preference primary per section 115.785 RSMo. In FY2013 to date, Constitutional Amendment 2 was added to the Primary ballot as a special election, and one special election was held on September 24, 2012.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.063, RSMo.

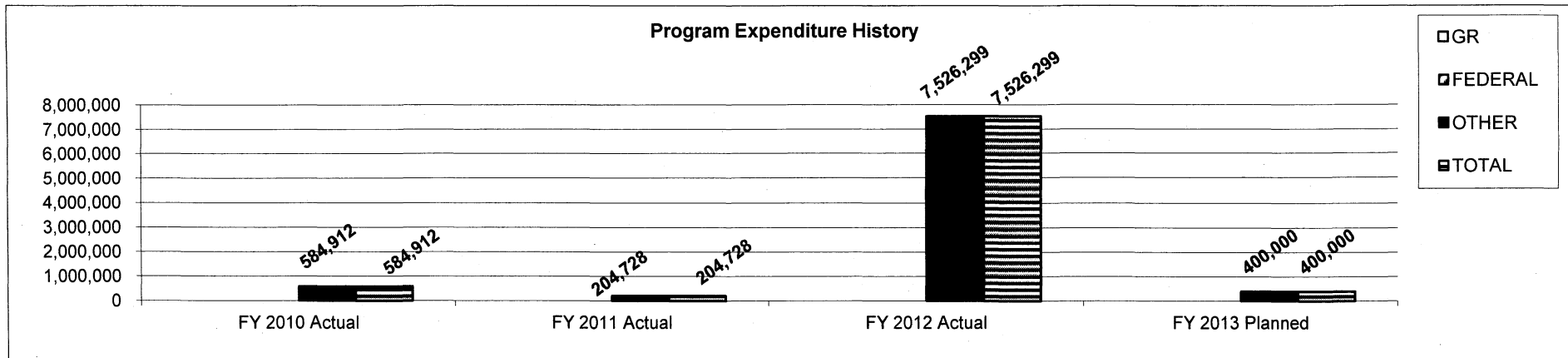
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Special Election Costs

Program is found in the following core budget(s): Elections

6. What are the sources of the "Other " funds?

7a. Provide an effectiveness measure.

Compliance with statutes.

7b. Provide an efficiency measure.

In prior years, checks to local election authorities have been mailed within 7 days of submitted requests.

7c. Provide the number of clients/individuals served, if applicable.

116 election jurisdictions and the voters of Missouri.

7d. Provide a customer satisfaction measure, if available.

N/A

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
ELECTION ADMIN IMPROVE TRF									
CORE									
FUND TRANSFERS									
STATE ELECTIONS SUBSIDY	4,205,989	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00	
TOTAL - TRF	4,205,989	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00	
TOTAL	4,205,989	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00	
Increase Election Cost Transfe - 1231005									
FUND TRANSFERS									
STATE ELECTIONS SUBSIDY	0	0.00	0	0.00	250,443	0.00	250,443	0.00	
TOTAL - TRF	0	0.00	0	0.00	250,443	0.00	250,443	0.00	
TOTAL	0	0.00	0	0.00	250,443	0.00	250,443	0.00	
GRAND TOTAL	\$4,205,989	0.00	\$3,784,000	0.00	\$4,034,443	0.00	\$4,034,443	0.00	

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit 23156C
Division	Elections	
Core -	Elections Administration Improvement Transfer	

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	3,784,000	3,784,000
Total	0	0	3,784,000	3,784,000

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	3,784,000	3,784,000
Total	0	0	3,784,000	3,784,000

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Election Subsidy Fund (0686)

Other Funds:

2. CORE DESCRIPTION

Per section 115.077.5, RSMo, the Secretary of State will transfer the unexpended amount of the state elections subsidy fund to the election administration improvement fund. The number of special elections to be called in a fiscal year is unknown.

Special election costs are transferred from general revenue to the state election subsidy fund in an amount not less than the amount expended in the fiscal year that ended June 30,2000. That amount is \$4,284,000. At the end of each fiscal year, any amounts in the state election subsidy fund not expended or obligated to meet the state's obligations for special elections is transferred to the election administration improvement fund.

3. PROGRAM LISTING (list programs included in this core funding)

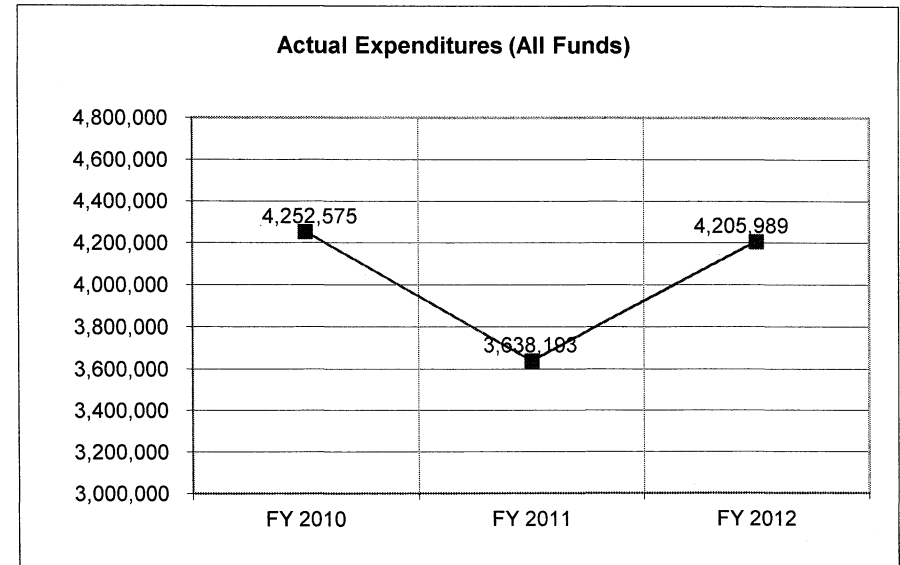
Special Elections

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23156C
Division	Elections		
Core -	Elections Administration Improvement Transfer		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	4,252,575	3,784,000	4,205,989	3,784,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,252,575	3,784,000	4,205,989	N/A
Actual Expenditures (All Funds)	4,252,575	3,638,193	4,205,989	N/A
Unexpended (All Funds)	0	145,807	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	145,807	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES: FY2010 Appropriation includes an increase of \$468,575.
FY2012 Appropriation includes an increase of \$421,989.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
ELECTION ADMIN IMPROVE TRF

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	TRF	0.00	0	0	3,784,000	3,784,000	
	Total	0.00	0	0	3,784,000	3,784,000	
DEPARTMENT CORE REQUEST							
	TRF	0.00	0	0	3,784,000	3,784,000	
	Total	0.00	0	0	3,784,000	3,784,000	
GOVERNOR'S RECOMMENDED CORE							
	TRF	0.00	0	0	3,784,000	3,784,000	
	Total	0.00	0	0	3,784,000	3,784,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION ADMIN IMPROVE TRF								
CORE								
TRANSFERS OUT	4,205,989	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
TOTAL - TRF	4,205,989	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
GRAND TOTAL	\$4,205,989	0.00	\$3,784,000	0.00	\$3,784,000	0.00	\$3,784,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$4,205,989	0.00	\$3,784,000	0.00	\$3,784,000	0.00	\$3,784,000	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Election Costs Transfer to Elections Administration Improvement Fund

Program is found in the following core budget(s): Elections

1. What does this program do?

The State must pay proportional costs for special elections of two or more political subdivisions. The Secretary of State will transfer the unexpended amount of the state election subsidy fund to the election administration improvements fund. The number of special elections in each fiscal year is unknown.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.077.5, RSMo.

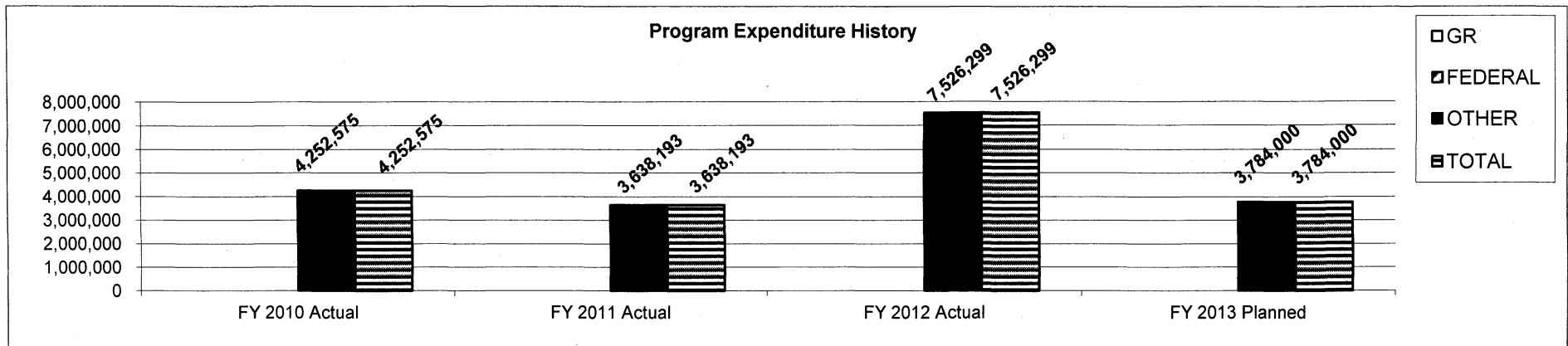
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Election Costs Transfer to Elections Administration Improvement Fund

Program is found in the following core budget(s): Elections

6. What are the sources of the "Other " funds?

Election Subsidy Fund

7a. Provide an effectiveness measure.

Compliance with 115.077 RSMo. Provides support for Help America Vote Act activities and election improvements.

7b. Provide an efficiency measure.

N/A

7c. Provide the number of clients/individuals served, if applicable.

N/A

7d. Provide a customer satisfaction measure, if available.

N/A

NEW DECISION ITEM
RANK: 3 OF 6

Department : Secretary of State	Budget Unit _____
Division: Elections	
DI Name: Elections Admin Transfer Increase	DI#1231005

1. AMOUNT OF REQUEST

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	250,443	250,443
Total	0	0	250,443	250,443
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	250,443	250,443
TRF	0	0	0	0
Total	0	0	250,443	250,443
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: <u>RSMo 115.077.5</u>	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

There is currently an appropriation for the transfer of \$3,784,000 from Elections Subsidy Fund to the Elections Administration Improvement Fund. Per 115.077 RSMo, the cash balance in the Elections Subsidy Fund at the end of each fiscal year must be transferred to the Elections Administration Improvement Fund. It is estimated that there will be \$250,443 more in cash than current transfer appropriation amount of \$3,784,000.

NEW DECISION ITEM

RANK: 3 OF 6

Department : Secretary of State	Budget Unit _____
Division: Elections	
DI Name: Elections Admin Transfer Increase	DI#1231005

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

RSMo 115.077 states "At the end of each fiscal year, any amounts in the state election subsidy fund not expended or obligated to meet the state's obligations pursuant to section 115.065 and this section shall be transferred to the election administration improvements fund..."

The estimated cash balance in the Election Subsidy Fund on June 30, 2013 is \$4,033,557. Therefore, in order to meet this statutorily mandated transfer \$4,284,000, an additional \$250,443 is being requested.

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>
							0		
							0		
							0		
Total EE	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Program Distributions							0		
Total PSD	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Transfers	<u>0</u>				250,443		250,443		
Total TRF	<u>0</u>		<u>0</u>		<u>250,443</u>		<u>250,443</u>		<u>0</u>
Grand Total	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>250,443</u>	<u>0.0</u>	<u>250,443</u>	<u>0.0</u>	<u>0</u>

NEW DECISION ITEM
RANK: 3 OF 6

Department : Secretary of State									
Division: Elections									
DI Name: Elections Admin Transfer Increase									
DI#1231005									
Budget Unit									
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions							0		
Total PSD	0		0		0		0		0
Transfers					250,443		250,443		
Total TRF	0		0		250,443		250,443		0
Grand Total	0	0.0	0	0.0	250,443	0.0	250,443	0.0	0

NEW DECISION ITEM
RANK: 3 OF 6

Department : Secretary of State

Budget Unit _____

Division: Elections

DI Name: Elections Admin Transfer Increase DI#1231005

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

6a. Provide an effectiveness measure.

Compliance with RSMo 115.063 and 115.077, maintain expenditures pursuant to Section 254 (A)(7) of the Help America Vote Act of 2002.

6b. Provide an efficiency measure.

Cooperation with counties and the Office of Administration facilitates timely statutory requirements.

6c. Provide the number of clients/individuals served, if applicable.

All citizens of Missouri benefit from efficient, reliable, and well maintained voting systems.

6d. Provide a customer satisfaction measure, if available.

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION ADMIN IMPROVE TRF								
Increase Election Cost Transfe - 1231005								
TRANSFERS OUT	0	0.00	0	0.00	250,443	0.00	250,443	0.00
TOTAL - TRF	0	0.00	0	0.00	250,443	0.00	250,443	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$250,443	0.00	\$250,443	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$250,443	0.00	\$250,443	0.00

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
FEDERAL GRANTS									
CORE									
EXPENSE & EQUIPMENT									
SECRETARY OF STATE RECORDS-FED	0	0.00	2,913	0.00	2,913	0.00	2,913	0.00	
TOTAL - EE	0	0.00	2,913	0.00	2,913	0.00	2,913	0.00	
PROGRAM-SPECIFIC									
SECRETARY OF STATE RECORDS-FED	0	0.00	12,087	0.00	12,087	0.00	12,087	0.00	
TOTAL - PD	0	0.00	12,087	0.00	12,087	0.00	12,087	0.00	
TOTAL	0	0.00	15,000	0.00	15,000	0.00	15,000	0.00	
GRAND TOTAL	\$0	0.00	\$15,000	0.00	\$15,000	0.00	\$15,000	0.00	

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23143C
Division	Records Services		
Core -	Federal Grants		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	5,817	0	5,817 E
PSD	0	9,183	0	9,183 E
TRF	0	0	0	0
Total	0	15,000	0	15,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	5,817	0	5,817 E
PSD	0	9,183	0	9,183 E
TRF	0	0	0	0
Total	0	15,000		15,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

2. CORE DESCRIPTION

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification of, preservation of, and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning within the historical records community and for projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Preservation Program. Board members are appointed by the Governor, with the advice and consent of the Senate; and administrative responsibilities are handled by the Secretary of State who is the Board's coordinator. Federal regulations require members to have experience and interest in the collection, administration, and use of historical records, and a dedication to the preservation and access of the state's documentary heritage. Over the years, archivists, curators, family historians, legislators, librarians, and records managers have served on the MHRAB.

An "E" is to accomodate NHPRC's possible grant opportunities.

3. PROGRAM LISTING (list programs included in this core funding)

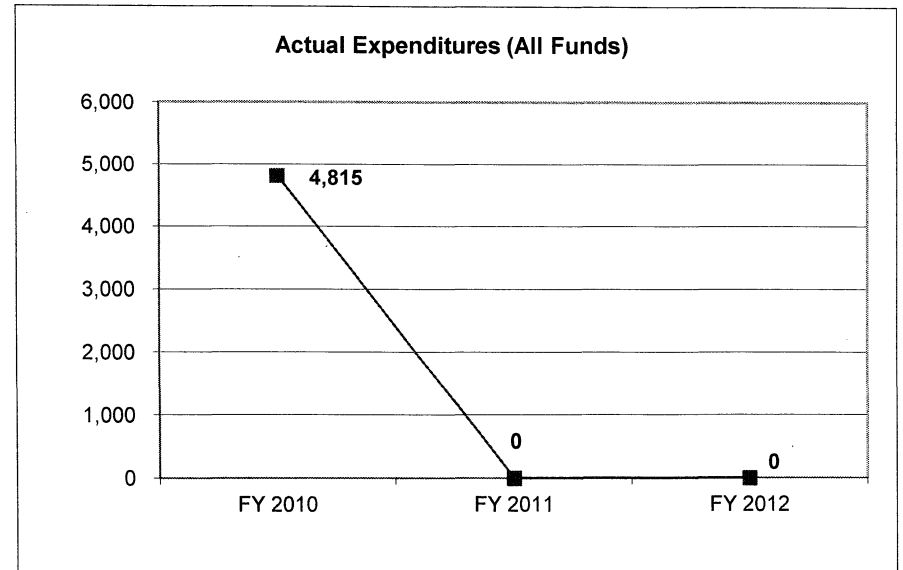
Missouri Historical Records Advisory Board (MHRAB)

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23143C
Division	Records Services		
Core -	Federal Grants		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	15,000	15,000	15,000	15,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	15,000	15,000	15,000	N/A
Actual Expenditures (All Funds)	4,815	0	0	N/A
Unexpended (All Funds)	10,185	15,000	15,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	10,185	15,000	15,000	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
FEDERAL GRANTS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	2,913	0	2,913	
	PD	0.00	0	12,087	0	12,087	
	Total	0.00	0	15,000	0	15,000	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	2,913	0	2,913	
	PD	0.00	0	12,087	0	12,087	
	Total	0.00	0	15,000	0	15,000	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	2,913	0	2,913	
	PD	0.00	0	12,087	0	12,087	
	Total	0.00	0	15,000	0	15,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FEDERAL GRANTS								
CORE								
TRAVEL, IN-STATE	0	0.00	2,560	0.00	2,560	0.00	2,560	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1	0.00	1	0.00	1	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	0	0.00	1	0.00	1	0.00	1	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	0	0.00	341	0.00	341	0.00	341	0.00
TOTAL - EE	0	0.00	2,913	0.00	2,913	0.00	2,913	0.00
PROGRAM DISTRIBUTIONS	0	0.00	12,086	0.00	12,086	0.00	12,086	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
TOTAL - PD	0	0.00	12,087	0.00	12,087	0.00	12,087	0.00
GRAND TOTAL	\$0	0.00	\$15,000	0.00	\$15,000	0.00	\$15,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$15,000	0.00	\$15,000	0.00	\$15,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department Secretary of State

Program Name Records Services

Program is found in the following core budget(s): Federal Grants

1. What does this program do?

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation, and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Program and the Missouri Historical Records Grant Program.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109.221; Federal Statute, 44 USC 25; 36 CFR 1206.

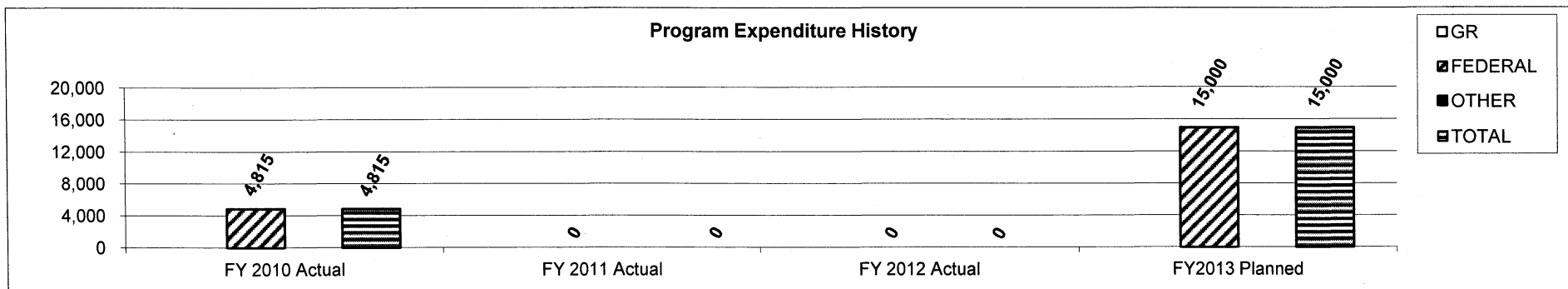
3. Are there federal matching requirements? If yes, please explain.

Yes, there is a 50/50 match for NHPRC federal grants.

4. Is this a federally mandated program? If yes, please explain.

No. The federal government encourages states to have State Historical Record Advisory Boards and provides grant funding to those states who have boards.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other" funds?

Federal Grants (0150)

PROGRAM DESCRIPTION

Department Secretary of State

Program Name Records Services

Program is found in the following core budget(s): Federal Grants

7a. Provide an effectiveness measure.

From 2002-2005, the Missouri Historical Records Grant Program (MHRGP), a cooperative program of the MHRAB, National Historical Publications and Records Commission (NHPRC), and State of Missouri, awarded 109 community history regrants totaling \$675,000. In FY 2010, the MHRAB awarded another \$56,000 through fourteen MHRGP Grants. In FY 2011, the MHRAB awarded \$56,800 to 17 grantees.

7b. Provide an efficiency measure.

The average grant amount awarded was \$5,627.

7c. Provide the number of clients/individuals served, if applicable.

The MHRAB has now provided 140 grants through the MHRGP.

7d. Provide a customer satisfaction measure, if available.

The Missouri Historical Records Grant Program was reintroduced in FY 2010 because of its past success and numerous requests from the public.

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LOCAL RECORDS GRANTS								
CORE								
PROGRAM-SPECIFIC								
LOCAL RECORDS PRESERVATION	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00
GRAND TOTAL	\$0	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit <u>23160C</u>
Division	Records Services	
Core -	Local Records Grants	

1. CORE FINANCIAL SUMMARY									
FY 2014 Budget Request					FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	400,000	400,000	PSD	0	0	400,000	400,000
TRF	0	0	0	0	TRF	0	0	0	0
Total	0	0	400,000	400,000	Total	0	0	400,000	400,000
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:	Local Records Preservation (0577)	Other Funds:
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2. CORE DESCRIPTION	
<p>Local Records Grants facilitate more secure storage of, and faster access to, records produced by local government entities/political subdivisions with taxing authority to meet the information needs of public officials, private citizens, and general public interest. Public records security and access insures the preservation of public information of permanent intrinsic or historic value, and facilitates information access as required by state statutes, for both the record provider and the information seeker. Grant funds are available by means of dedicated user fees collected by county recorders of deeds. This fund provides financial resources beyond those of the awarded local entity to effectively maintain, manage, and preserve public records through sound records management policies and practices, archival preservation of long-term or historically significant records, as well as appropriate storage and access supplies.</p>	

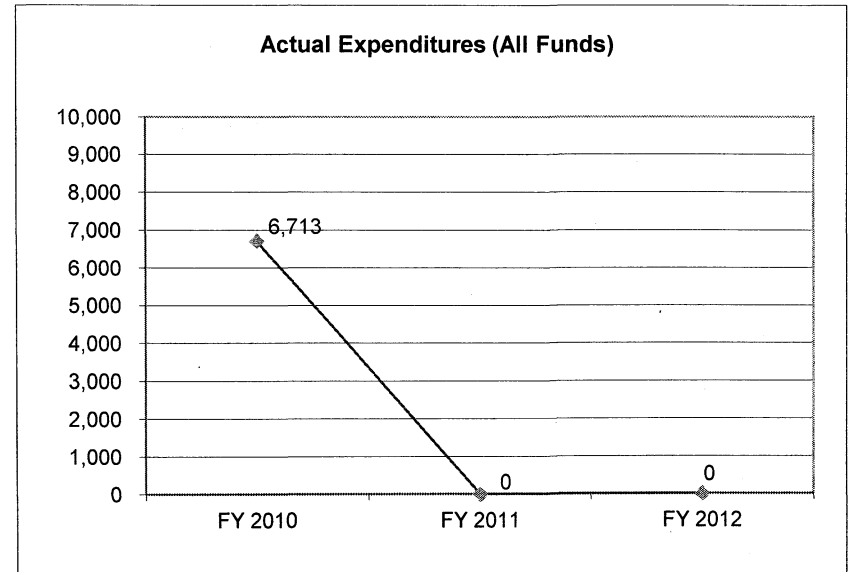
3. PROGRAM LISTING (list programs included in this core funding)
Local Records Preservation Grants.

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	<u>23160C</u>
Division	Records Services		
Core -	Local Records Grants		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	400,000	400,000	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,000	400,000	400,000	N/A
Actual Expenditures (All Funds)	6,713	0	0	N/A
Unexpended (All Funds)	393,287	400,000	400,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	393,287	400,000	400,000	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
LOCAL RECORDS GRANTS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	0	0	400,000	400,000	
	Total	0.00	0	0	400,000	400,000	
DEPARTMENT CORE REQUEST							
	PD	0.00	0	0	400,000	400,000	
	Total	0.00	0	0	400,000	400,000	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	0	0	400,000	400,000	
	Total	0.00	0	0	400,000	400,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LOCAL RECORDS GRANTS								
CORE								
PROGRAM DISTRIBUTIONS	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00
GRAND TOTAL	\$0	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Records Services

Program is found in the following core budget(s): Local Records Grants

1. What does this program do?

Local Records Preservation Grants provide local governments or political subdivisions with taxing authority descriptive program/financial assistance and implementation guidance for approved records management and/or preservation projects. Although this program was very successful, it has been temporarily discontinued due to a lack of funds.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMO 59.319, 109.220

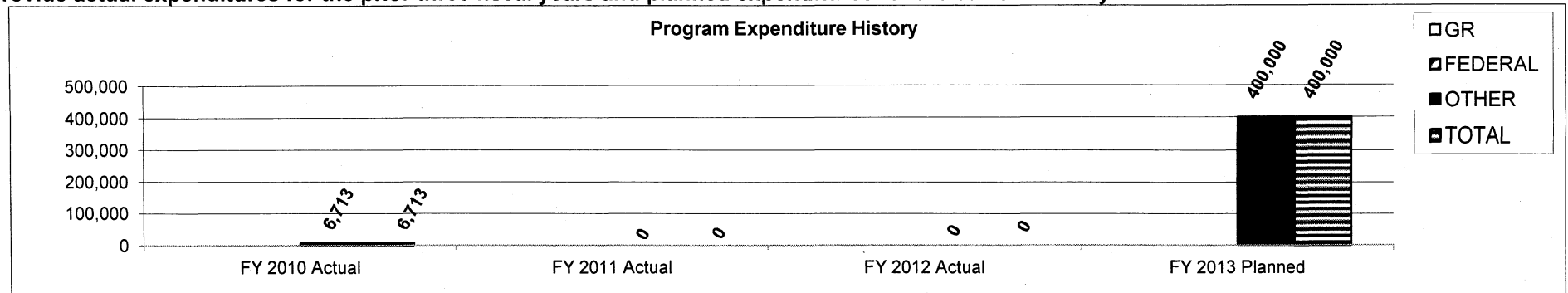
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Local Records Preservation Fund (0577)

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Records Services

Program is found in the following core budget(s): Local Records Grants

7a. Provide an effectiveness measure.

Awarded Grant Projects Successfully Completed

Since 1990, the MHRAB has provided state level appraisal and recommended funding for more than \$6,518,823 in local records grants.

7b. Provide an efficiency measure.

The average grant awarded was \$6,286.

7c. Provide the number of clients/individuals served, if applicable.

The Local Records Preservation Grant Program has funded 1,042 grants. These include 412 grants in 101 counties, 327 grants in 154 cities, 277 grants for 163 school districts, and an additional 26 grants given to fire districts, water districts and other local government agencies.

7d. Provide a customer satisfaction measure, if available.

No formal measure exists.

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
DOCUMENT PRESERVATION									
CORE									
EXPENSE & EQUIPMENT									
STATE DOCUMENT PRESERVATION	356	0.00	0	0.00	0	0.00	0	0.00	
TOTAL - EE	356	0.00	0	0.00	0	0.00	0	0.00	
PROGRAM-SPECIFIC									
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	1	0.00	1	0.00	1	0.00	
STATE DOCUMENT PRESERVATION	0	0.00	25,000	0.00	25,000	0.00	25,000	0.00	
TOTAL - PD	0	0.00	25,001	0.00	25,001	0.00	25,001	0.00	
TOTAL	356	0.00	25,001	0.00	25,001	0.00	25,001	0.00	
GRAND TOTAL	\$356	0.00	\$25,001	0.00	\$25,001	0.00	\$25,001	0.00	

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CORE DECISION ITEM

Department Secretary of State					Budget Unit 23157C				
Division Records Services/Archives									
Core - Document Preservation									
1. CORE FINANCIAL SUMMARY									
FY 2014 Budget Request					FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	25,000	25,000	PSD	0	0	25,000	25,000
TRF	0	0	0	0	TRF	0	0	0	0
Total	0	0	25,000	25,000	Total	0	0	25,000	25,000
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00	0.00	0.00
Est. Fringe	0	0	0	0	Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds: Document Preservation Fund (0836)					Other Funds:				
2. CORE DESCRIPTION									
The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.									
3. PROGRAM LISTING (list programs included in this core funding)									
Document Preservation Fund									

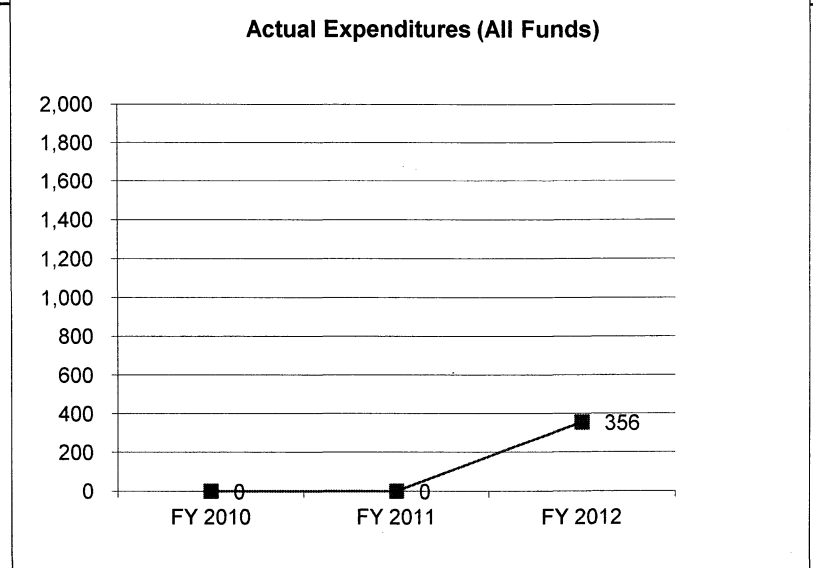
CORE DECISION ITEM

Department Secretary of State
Division Records Services/Archives
Core - Document Preservation

Budget Unit 23157C

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	189,260	189,260	402	25,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	189,260	189,260	402	N/A
Actual Expenditures (All Funds)	0	0	356	N/A
Unexpended (All Funds)	189,260	189,260	46	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	189,260	189,260	46	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES: As needed, appropriation authority will be requested.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
DOCUMENT PRESERVATION

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	0	0	25,001	25,001	
	Total	0.00	0	0	25,001	25,001	
DEPARTMENT CORE REQUEST							
	PD	0.00	0	0	25,001	25,001	
	Total	0.00	0	0	25,001	25,001	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	0	0	25,001	25,001	
	Total	0.00	0	0	25,001	25,001	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DOCUMENT PRESERVATION								
CORE								
PROFESSIONAL SERVICES	356	0.00	0	0.00	0	0.00	0	0.00
TOTAL - EE	356	0.00	0	0.00	0	0.00	0	0.00
PROGRAM DISTRIBUTIONS	0	0.00	25,001	0.00	25,001	0.00	25,001	0.00
TOTAL - PD	0	0.00	25,001	0.00	25,001	0.00	25,001	0.00
GRAND TOTAL	\$356	0.00	\$25,001	0.00	\$25,001	0.00	\$25,001	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$356	0.00	\$25,001	0.00	\$25,001	0.00	\$25,001	0.00

PROGRAM DESCRIPTION

Department Secretary of State

Program Name Records Services/Archives

Program is found in the following core budget(s): Document Preservation

1. What does this program do?

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109.005

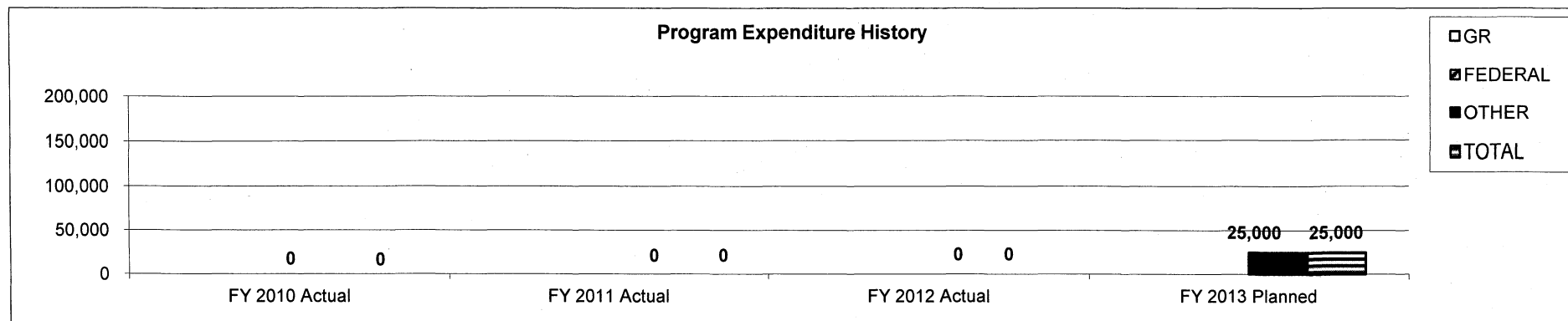
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Document Preservation (0836)

PROGRAM DESCRIPTION

Department Secretary of State

Program Name Records Services/Archives

Program is found in the following core budget(s): Document Preservation

7a. Provide an effectiveness measure.

During FY08 and FY09, funds from the Document Preservation Fund were spent making death certificates more accessible online. The effectiveness of this expenditure can be seen in the decline in physical death certificate requests from 15,455 in 2006 to 2,210 in 2010. The online death certificate project was completed in March of 2008 with online searches growing to 18,860,896 hits in FY12.

7b. Provide an efficiency measure.

See 7c.

7c. Provide the number of clients/individuals served, if applicable.

In FY 12 an average of 9,163 visitors a day accessed the Missouri State Archives website.

7d. Provide a customer satisfaction measure, if available.

In FY12 Missouri Digital Heritage was named by "Family Tree Magazine" as one of the '101 Best Websites' for the tenth year in a row.

CORE DECISION ITEM

Department	Secretary of State	Budget Unit <u>23157C</u>
Division	Records Services/Archives	
Core -	Missouri State Archives-St. Louis Center	

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	1	1
TRF	0	0	0	0
Total	0	0	1	1

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	1	1
TRF	0	0	0	0
Total	0	0	1	1

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: MO State Archives - St. Louis Trust (0770)

Other Funds:

2. CORE DESCRIPTION

RSMo 109.400 and 109.410 establish the Missouri State Archives' authority to create a records center in St. Louis with non-general revenue funds. The facility will centralize the housing of millions of historically valuable state and local government records in the St. Louis area. The Center's creation would be the result of a public-private partnership based on non-state funds. An initial endowment would be secured to help guarantee operating funds into the future. Should non-GR funding prove unavailable, the Center will not be created.

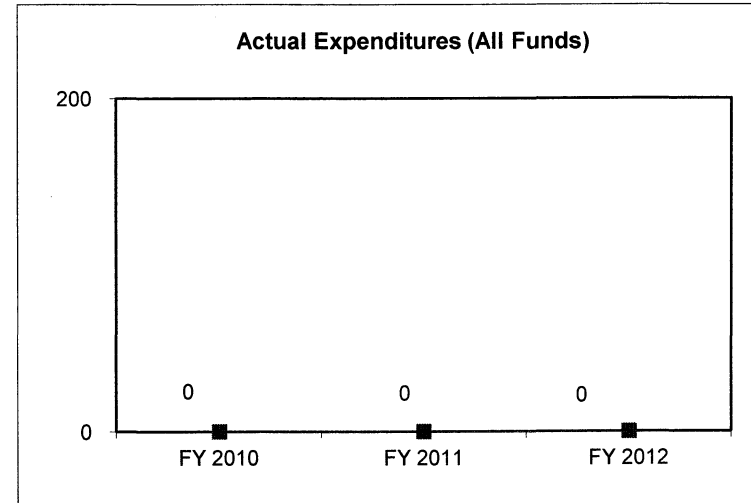
3. PROGRAM LISTING (list programs included in this core funding)

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	<u>23157C</u>
Division	Records Services/Archives		
Core -	Missouri State Archives-St. Louis Center		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	1	1	1	1
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1	1	1	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	1	1	1	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	1	1	1	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

PROGRAM DESCRIPTION

Department Secretary of State
Program Name Records Services/Archives
Program is found in the following core budget(s): Missouri State Archives - St. Louis Center

1. What does this program do?

The facility would provide more complete and effective service for St. Louis City government offices and citizen researchers. Document storage in a records center is much less expensive than in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices. The facility would draw thousands of cultural tourists from across the United States -- principally family historians, but also academics and journalists. The creation of a St. Louis Center would allow records holders to concentrate more fully on pressing contemporary business without having the diversion of genealogical and other historical searches.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Statutory authorization RSMo 109.400 and 109.410.

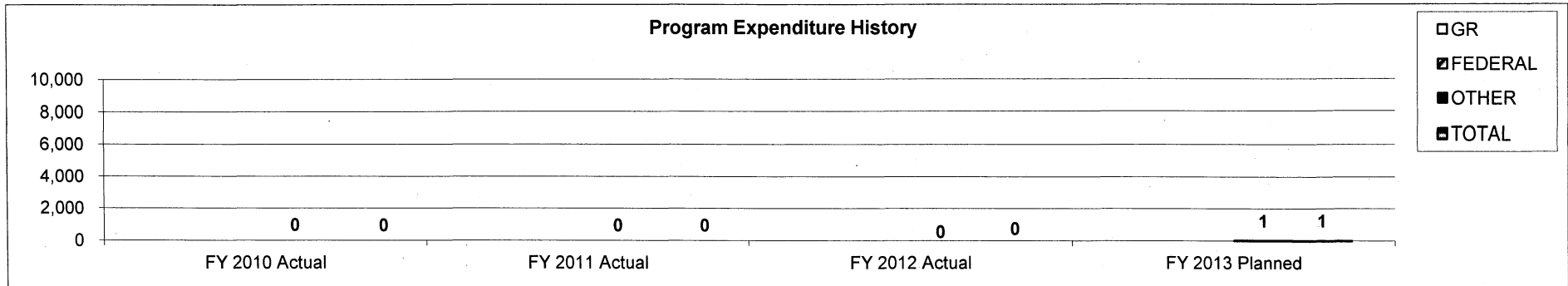
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department Secretary of State

Program Name Records Services/Archives

Program is found in the following core budget(s): Missouri State Archives - St. Louis Center

6. What are the sources of the "Other " funds?

The Center's creation would be the result of a public-private partnership of non-state funds.

7a. Provide an effectiveness measure.

The cost of storing documents in a records center is much less than the cost of storing them in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices.

7b. Provide an efficiency measure.

Aggregate savings are contingent on participation in the project. No state or local government entity would be compelled to turn over records.

7c. Provide the number of clients/individuals served, if applicable.

Not applicable.

7d. Provide a customer satisfaction measure, if available.

Not applicable.

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
STATE AID FOR PUBLIC LIBRARY								
CORE								
PROGRAM-SPECIFIC								
GENERAL REVENUE	3,604,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
TOTAL - PD	3,604,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
TOTAL	3,604,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
GRAND TOTAL	\$3,604,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	<u>23515C</u>
Division	Library Services		
Core -	State Aid for Public Libraries		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,504,001	0	0	3,504,001
TRF	0	0	0	0
Total	3,504,001	0	0	3,504,001
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,504,001	0	0	3,504,001
TRF	0	0	0	0
Total	3,504,001	0	0	3,504,001
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

Under the Missouri Constitution and state statutes, the General Assembly appropriates funds to support public libraries. State aid is appropriated to libraries that have a minimum voted tax or local government support equal to ten cents per \$100 of assessed valuation. Libraries use these funds to improve information access and develop stronger library services for Missouri citizens. Funds are distributed to public libraries on a per capita basis and to libraries in less affluent counties for equalization aid as determined by RSMo 181.060.

3. PROGRAM LISTING (list programs included in this core funding)

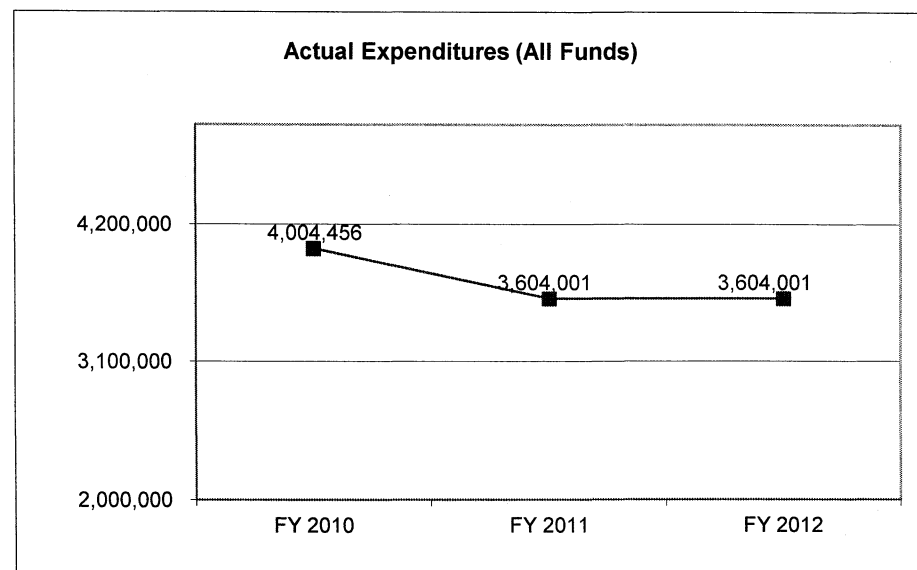
State Aid to Public Libraries

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23515C
Division	Library Services		
Core -	State Aid for Public Libraries		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	4,004,456	3,604,001	3,604,001	3,504,001
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,004,456	3,604,001	3,604,001	N/A
Actual Expenditures (All Funds)	4,004,456	3,604,001	3,604,001	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

State aid for public libraries is a two part program; aid distributed to libraries based on population, and an equalization program to help libraries in less affluent counties.

In FY12, of the \$3,604,001, \$2,727,820.50 was distributed as per capita state aid, and \$876,180.50 was distributed in equalization aid.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
STATE AID FOR PUBLIC LIBRARY

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	3,504,001	0	0	3,504,001	
	Total	0.00	3,504,001	0	0	3,504,001	
DEPARTMENT CORE REQUEST							
	PD	0.00	3,504,001	0	0	3,504,001	
	Total	0.00	3,504,001	0	0	3,504,001	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	3,504,001	0	0	3,504,001	
	Total	0.00	3,504,001	0	0	3,504,001	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
STATE AID FOR PUBLIC LIBRARY								
CORE								
PROGRAM DISTRIBUTIONS	3,604,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
TOTAL - PD	3,604,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
GRAND TOTAL	\$3,604,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00
GENERAL REVENUE	\$3,604,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department - Secretary of State

Program Name: State Aid for Public Libraries

Program is found in the following core budget(s): State Aid for Public Libraries

1. What does this program do?

State Aid for Public Libraries makes a vital contribution to improving public library services in Missouri. The program provides funds to public libraries that meet the requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax of local government support equal to ten cents per \$100 of assessed valuation are eligible to receive funds from this program.

Public libraries in Missouri are funded primarily through property taxes. Due to reassessment and rollback, those taxes are limited to small growth factors. Across the state, the level of library funding from taxation varies widely, in large part due to differences in local property valuations. State aid helps bridge some of the resulting funding gaps. State aid applications are submitted annually for review and certification by the State Librarian. Once the funding is approved, local library boards of trustees decide the allocation of these funds according to the highest local needs and priorities.

The economic and social success of Missourians depends on equal information access and the ability to use information. Missouri public libraries play a critical role in providing access to information. Without state aid funding, Missourians will have reduced access to information, or a reduction in the basic services offered by public libraries. In many communities, public libraries provide the only no cost high speed internet access, heavily used by people seeking jobs, filling out application forms, or researching business opportunities. State aid secures the necessary funding for the following variety of needs: computer technology, Internet connectivity, reference services, personnel and collection expenditures.

The Secretary of State and the State Library provide service guidelines through the Missouri Public Library Standards. These Standards provide benchmarks for per capita income, hours of service, amount of funds to be budgeted for library collections, as well as guidelines for developing technology, determining current and future community technology needs, and meeting national standards for cataloging library materials. Many libraries in Missouri currently struggle to meet the Missouri Public Library Standards. State aid funding provides modest support for libraries moving to meet the benchmarks of the Missouri Public Library Standards.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo Ch.181.060; Mo Constitution, Article X, Section 10

3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

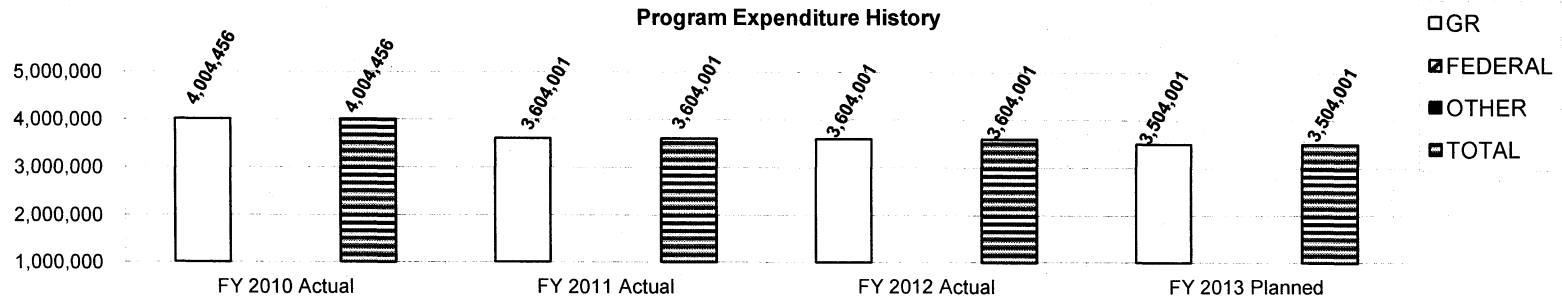
PROGRAM DESCRIPTION

Department - Secretary of State

Program Name: State Aid for Public Libraries

Program is found in the following core budget(s): State Aid for Public Libraries

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other" funds?

7a. Provide an effectiveness measure.

Most Missourians recognize the value of library service, and have a library card.

Number of Missourians with a library card
Percent of population of library districts
Total Materials borrowed from libraries

2008	2009	2010	2011
3,080,910	2,978,682	3,189,850	3,303,434
60.2%	58.2%	62.3%	60.5%
47,904,968	51,139,852	54,046,193	54,194,171

7b. Provide an efficiency measure.

Many Missourians rely on their local library for access to the Internet. Libraries provide Internet access using high speed connections, at no charge for the user. This provides high quality and efficiency for the user.

Public Internet Computers provided
Users of Computers

2008	2009	2010	2011
4,592	4,441	4,475	4,741
4,736,600	5,180,581	6,870,214	6,758,008

7c. Provide the number of clients/individuals served, if applicable.

Eligible library districts
Population

2010	2011	2012	2013 - proj.
165	164	163	164
5,118,756	5,115,669	5,113,649	5,450,526

7d. Provide a customer satisfaction measure, if available.

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REAL								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
TOTAL - EE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
TOTAL	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
GRAND TOTAL	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23520C	
Division	Library Services			
Core -	REAL Program			

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	3,109,250	0	0	3,109,250
PSD	0	0	0	0
TRF	0	0	0	0
Total	3,109,250	0	0	3,109,250
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: None

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	3,109,250	0	0	3,109,250
PSD	0	0	0	0
TRF	0	0	0	0
Total	3,109,250	0	0	3,109,250
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

The REAL Program provides Internet access, peripheral items, training and technical support for public libraries and licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet. The Missouri Research and Educational Network (MOREnet) maintains a high-capacity, high speed telecommunications network in the State of Missouri.

3. PROGRAM LISTING (list programs included in this core funding)

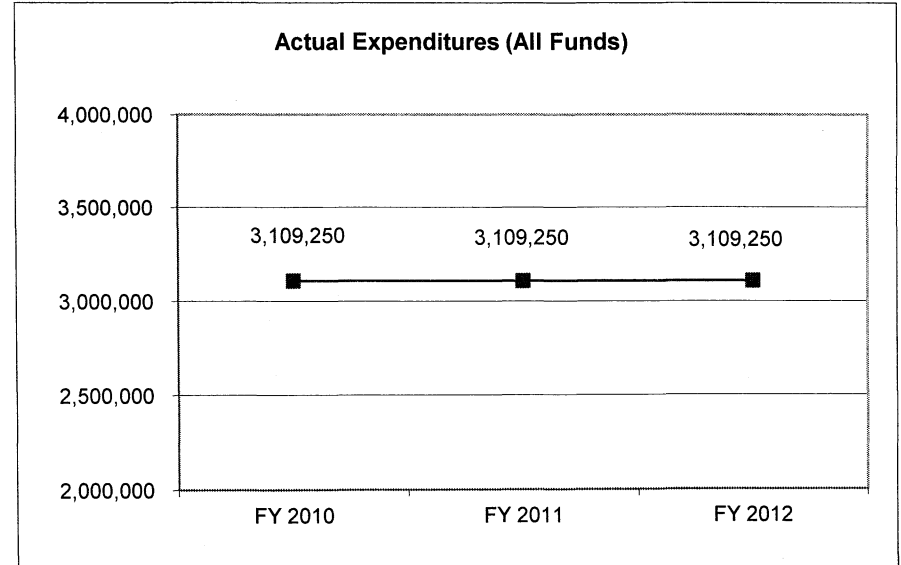
The Remote Electronic Access for Libraries (REAL) Program

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	<u>23520C</u>
Division	Library Services		
Core -	REAL Program		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	3,109,250	3,109,250	3,109,250	3,109,250
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	3,109,250	3,109,250	3,109,250	N/A
Actual Expenditures (All Funds)	3,109,250	3,109,250	3,109,250	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
REAL

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	3,109,250	0	0	3,109,250	
	Total	0.00	3,109,250	0	0	3,109,250	
DEPARTMENT CORE REQUEST							
	EE	0.00	3,109,250	0	0	3,109,250	
	Total	0.00	3,109,250	0	0	3,109,250	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	3,109,250	0	0	3,109,250	
	Total	0.00	3,109,250	0	0	3,109,250	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REAL								
CORE								
PROFESSIONAL SERVICES	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
TOTAL - EE	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00	3,109,250	0.00
GRAND TOTAL	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00
GENERAL REVENUE	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$3,109,250	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): REAL Program

1. What does this program do?

The REAL Program provides Internet access, training, technical support, and peripheral items for public libraries, as well as licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies.

Public libraries serve as the sole source of high speed Internet access for many Missourians. In order for Missourians to compete in an online environment for jobs and business revenue, they need a basic level of knowledge of computer and Internet resources. Public libraries provide urban and rural low-to-moderate income families the only widely available internet access and electronic resources used to gain the knowledge required to compete in an ever-increasingly online economy. As schools increase the use of electronic resources in their curricula, public libraries often provide the only means for students to complete research when school closes and when they have no computer or Internet access at home.

The REAL Program appropriation includes funding for several types of database services including a general periodicals database, K-12 education support, and resources for health, business, and other popular research topics. These services are heavily used by all types of libraries, and are also available to state agencies. Without this program, most public libraries and schools would not be able to afford access to electronic information resources. Those that are able to afford access would individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars. For example, one such statewide product license fee was \$583,910 in FY12. If every K-12 school, public library, and higher education institution acquired its own individual license, the total cost to taxpayers would have exceed \$10 million.

The Missouri Research and Education Network (MOREnet) maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Mo. Constitution, Article X, Section 10
RSMo Ch. 181

3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

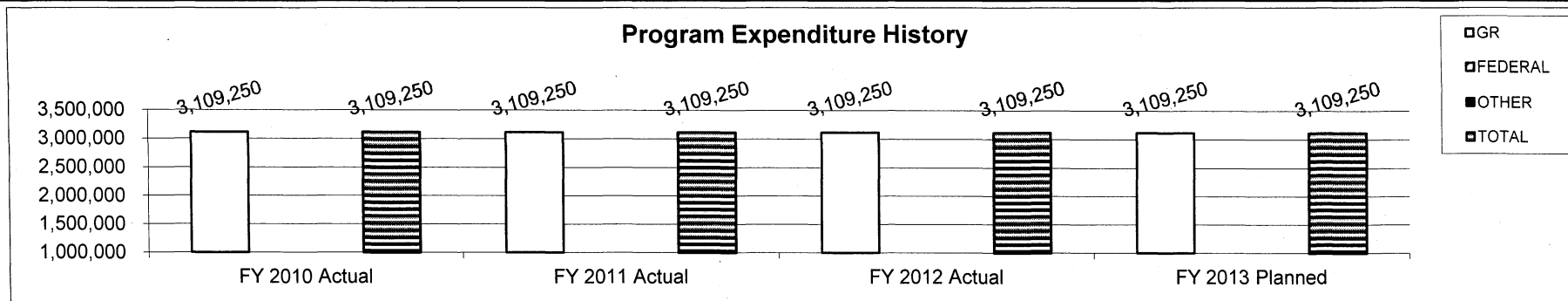
PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): REAL Program

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



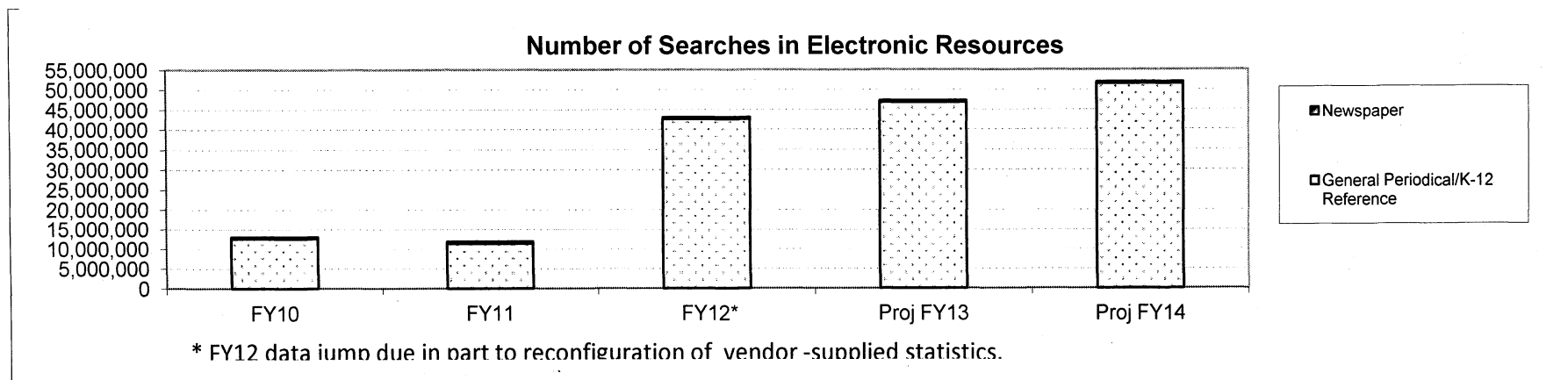
6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

Electronic Resource Usage

The electronic resources provided by the REAL Program provide important reference information to residents throughout the state. Not only are these services heavily used by public libraries and the people they serve, these resources are essential to public school and higher education libraries and classrooms, and the students they serve. Without these shared resources, most public libraries and schools will not be able to afford access to electronic information resources, and the few able to afford to pay for individual access would pay more in total.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

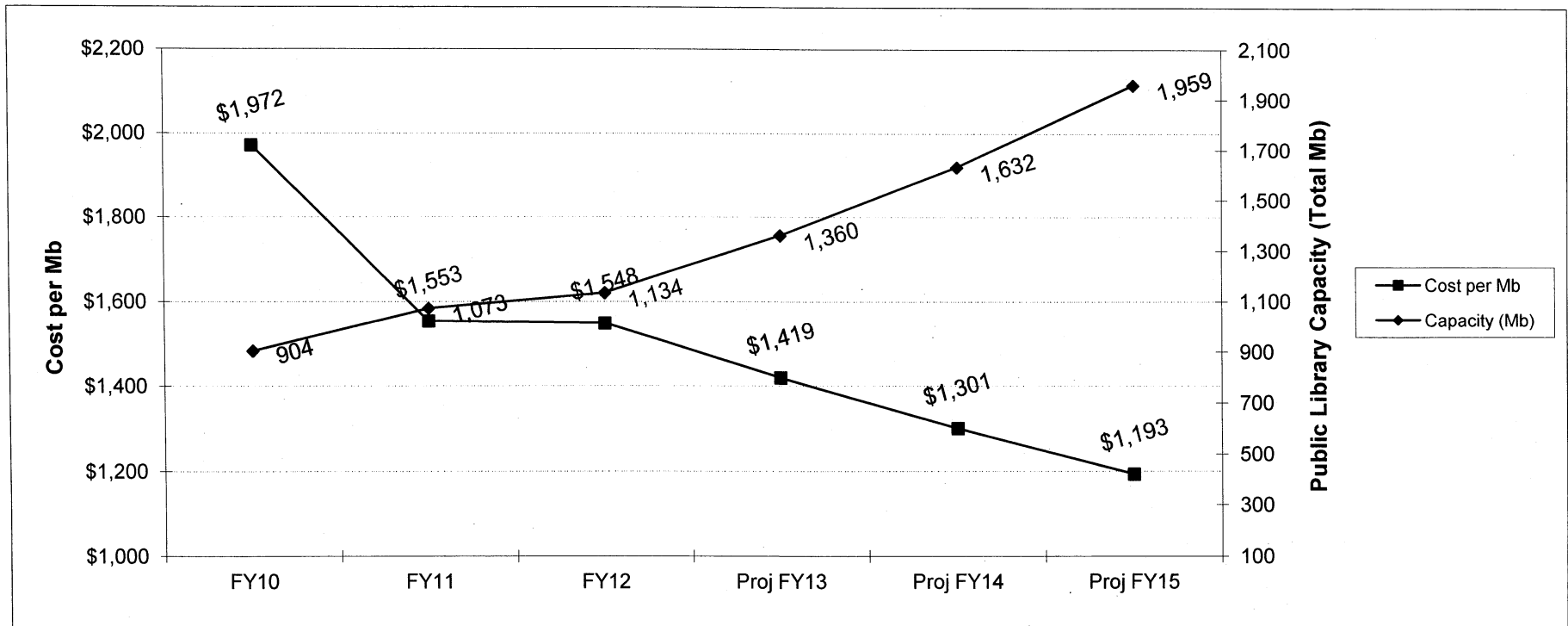
Program is found in the following core budget(s): REAL Program

7b. Provide an efficiency measure.

Demand Growth and Cost Efficiency: Capacity and Cost per Mb

The demand for Internet connectivity at public libraries continues to grow. Additional workstations and greater use of electronic resources and communications by library patrons and staff continue to push capacity demand higher.

By leveraging collective purchasing power, per Mb costs are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed REAL to meet the continuing demand for additional capacity with existing resources.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): REAL Program

7c. Provide the number of clients/individuals served, if applicable.

	FY 2010 ¹	FY 2011 ²	FY 2012	Projected FY 2013	Projected FY 2014
Number of libraries participating*	135	134	134	134	134
Total eligible	148	147	146	146	147
Percent of eligible library districts	91.2%	91.2%	91.8%	91.8%	91.2%

¹ For FY10 Advance Community Library, Conran Memorial, and Fisk were new members. Morgan County Library cancelled membership in FY10.

² Webb City cancelled membership in FY11.

7d. Provide a customer satisfaction measure, if available.

All members contacting technical support for assistance receive an electronic satisfaction survey following the resolution of their issues. This survey asks the member to rate performance in five areas: staff knowledge, effectiveness of solution, timeliness of resolution, staff communication skills, and courteous service. The data shown below is averaged across all public library members, types of assistance, and areas of performance.

	FY 2010	FY 2011	FY 2012	Projected FY 2013	Projected FY 2014
Percent satisfied with help desk service	96.5%	97.1%	98.0%	98.0%	98.0%

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
LIFT LITERACY PROGRAM									
CORE									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00	
TOTAL - EE	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00	
TOTAL	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00	
GRAND TOTAL	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00	

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23713C
Division	Library Services		
Core -	Literacy Investment for Tomorrow		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	69,450	0	0	69,450
PSD	0	0	0	0
TRF	0	0	0	0
Total	69,450	0	0	69,450

FTE 0.00 0.00 0.00 0.00

Est. Fringe 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	69,450	0	0	69,450
PSD	0	0	0	0
TRF	0	0	0	0
Total	69,450	0	0	69,450

FTE 0.00 0.00 0.00 0.00

Est. Fringe 0 0 0 0

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

Literacy Investment for Tomorrow (LIFT) - Missouri is the State Literacy Resource Center. LIFT offers Missourians a wide range of literacy-related information, toll-free referrals for learners and tutors, print and web-based resources, and training and technical assistance for librarians and their community constituents, as well as for adult and family literacy programs around the state. LIFT is governed by a statewide Board of Directors and has offices in St. Louis and Kansas City.

3. PROGRAM LISTING (list programs included in this core funding)

Literacy Investment for Tomorrow (LIFT)

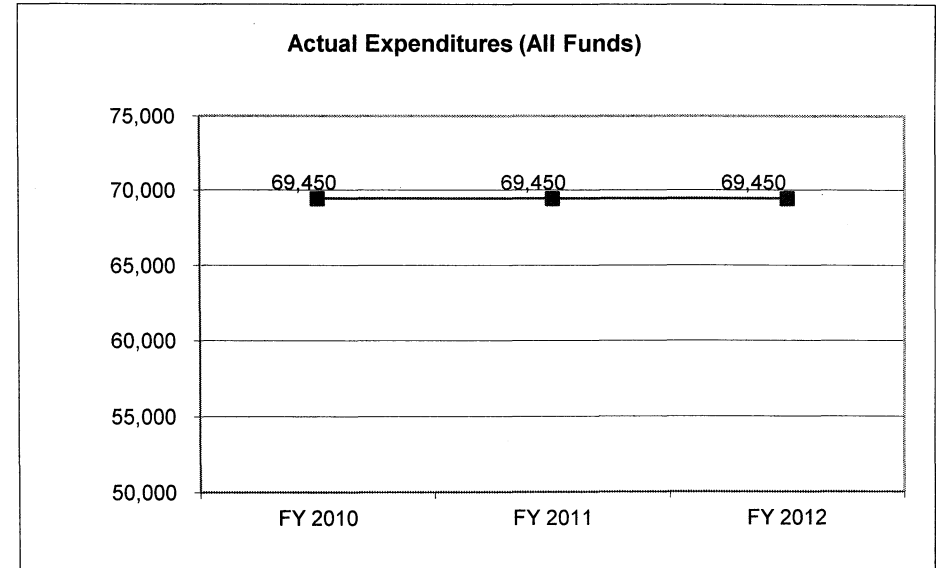
CORE DECISION ITEM

Department Secretary of State
Division Library Services
Core - Literacy Investment for Tomorrow

Budget Unit 23713C

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	69,450	69,450	69,450	69,450
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	69,450	69,450	69,450	N/A
Actual Expenditures (All Funds)	69,450	69,450	69,450	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
LIFT LITERACY PROGRAM

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	69,450	0	0	69,450	
	Total	0.00	69,450	0	0	69,450	
DEPARTMENT CORE REQUEST							
	EE	0.00	69,450	0	0	69,450	
	Total	0.00	69,450	0	0	69,450	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	69,450	0	0	69,450	
	Total	0.00	69,450	0	0	69,450	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIFT LITERACY PROGRAM								
CORE								
PROFESSIONAL SERVICES	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00
TOTAL - EE	69,450	0.00	69,450	0.00	69,450	0.00	69,450	0.00
GRAND TOTAL	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00
GENERAL REVENUE	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00	\$69,450	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Literacy Investment for Tomorrow

1. What does this program do?

As Missouri's Literacy Resource Center, LIFT provides one source for literacy resources in Missouri. LIFT provides these information services by:

- operating a toll-free literacy hotline;
- maintaining a website which attracts over 22,000 visitors annually;
- managing literacy training and technical assistance projects for more than 20 years;
- administering multiple statewide projects and meeting stringent accountability measures from state and federal funding sources;
- developing and strengthening collaborative projects, including a wide range of partner agencies and organizations, around issues related to literacy;
- integrating technology into professional development (including web-based resources and distance learning);
- designing and delivering effective evaluation components of projects which meet accountability standards and are used to improve service delivery;
- creating new, research-based professional development opportunities around the issues of improving reading instruction and strengthening literacy programs.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Revised Statutes 181.021

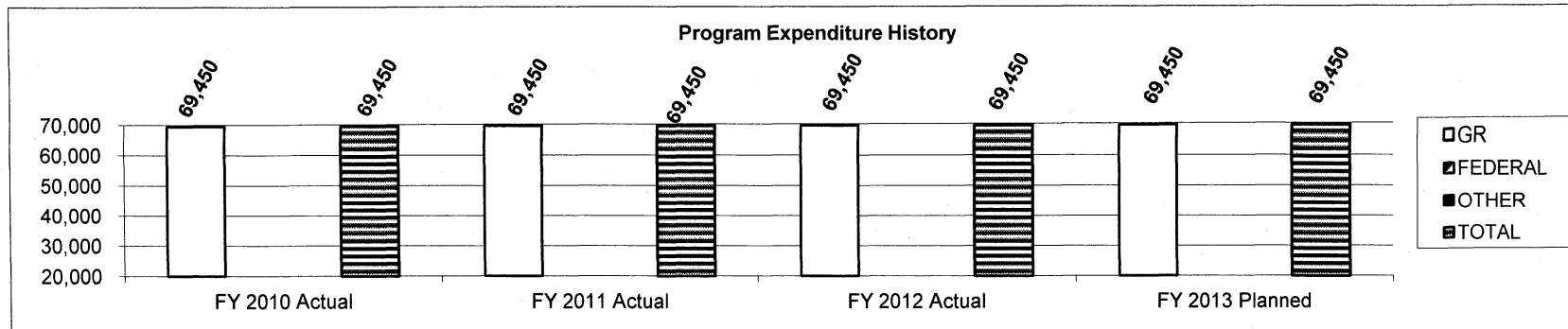
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

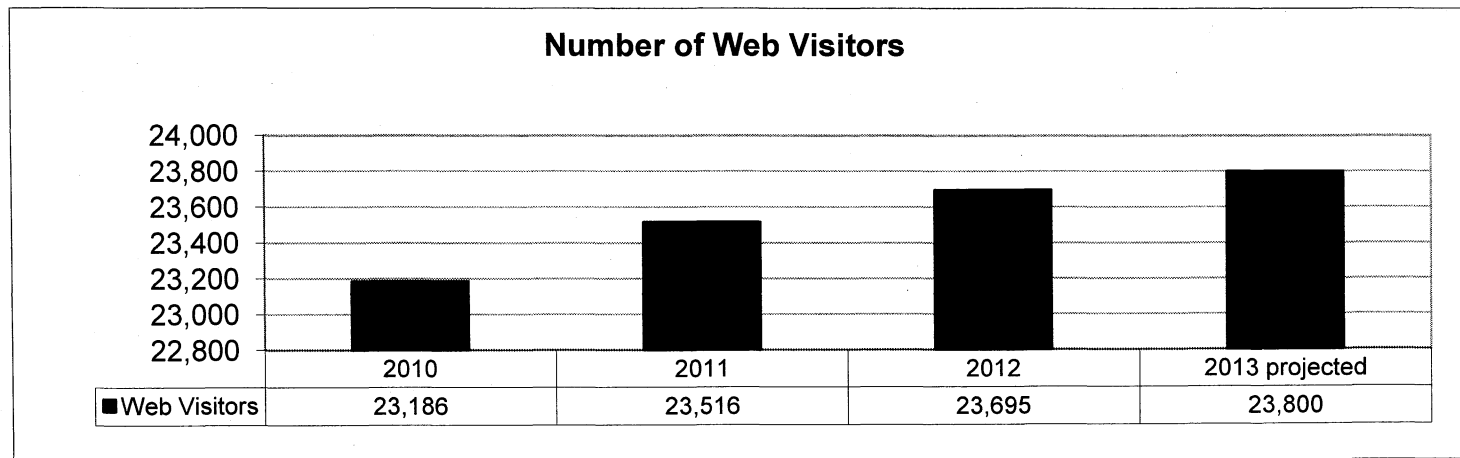
Program is found in the following core budget(s): Literacy Investment for Tomorrow

6. What are the sources of the "Other " funds?

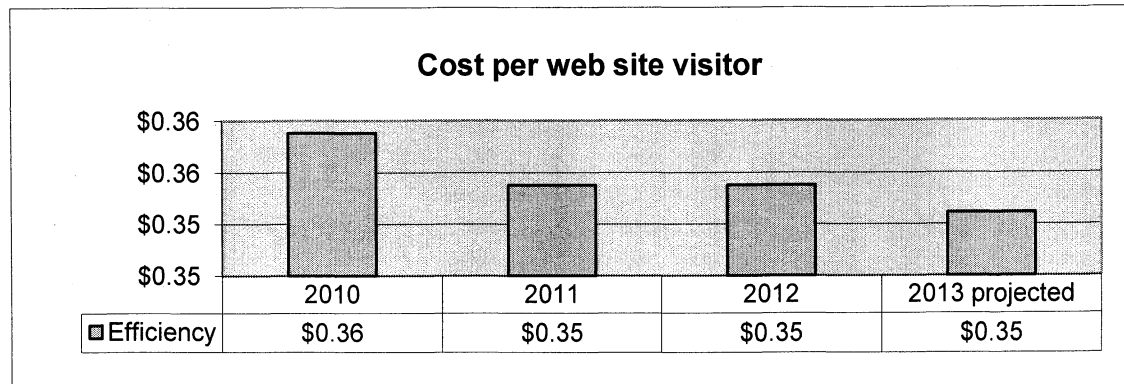
None

7a. Provide an effectiveness measure.

High web site activity demonstrates effectiveness of agency as information provider for users



7b. Provide an efficiency measure.



PROGRAM DESCRIPTION

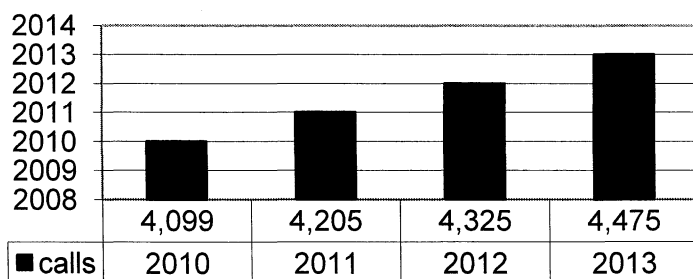
Department: Secretary of State

Program Name: Library Services

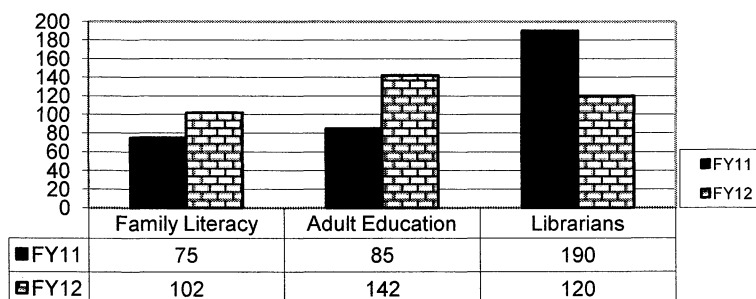
Program is found in the following core budget(s): Literacy Investment for Tomorrow

7c. Provide the number of clients/individuals served, if applicable.

Calls to toll-free resource line

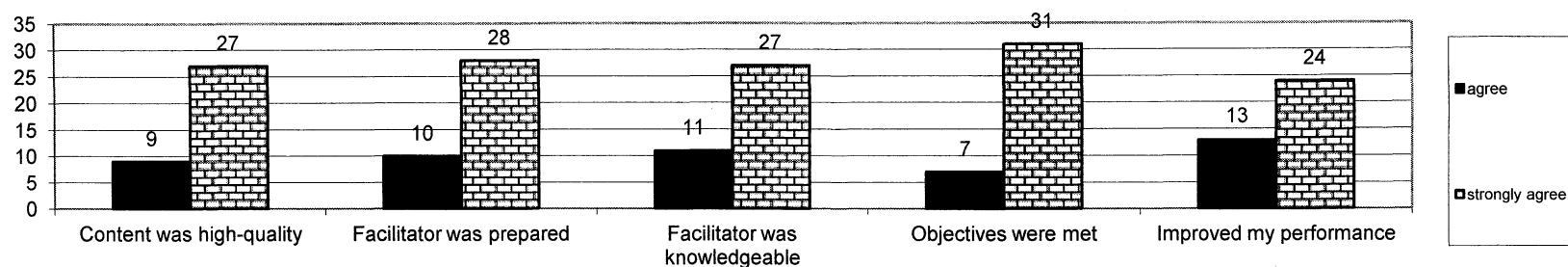


Number of Participants by Type of Training



7d. Provide a customer satisfaction measure, if available.

Training Effectiveness - Reading Research & Strategies Training



DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
FEDERAL AID FOR PUBLIC LIBRAR									
CORE									
EXPENSE & EQUIPMENT									
SEC OF STATE-FEDERAL FUNDS	596,635	0.00	631,508	0.00	631,508	0.00	631,508	0.00	
TOTAL - EE	596,635	0.00	631,508	0.00	631,508	0.00	631,508	0.00	
PROGRAM-SPECIFIC									
SEC OF STATE-FEDERAL FUNDS	1,742,952	0.00	2,118,492	0.00	2,118,492	0.00	2,118,492	0.00	
TOTAL - PD	1,742,952	0.00	2,118,492	0.00	2,118,492	0.00	2,118,492	0.00	
TOTAL	2,339,587	0.00	2,750,000	0.00	2,750,000	0.00	2,750,000	0.00	
GRAND TOTAL	\$2,339,587	0.00	\$2,750,000	0.00	\$2,750,000	0.00	\$2,750,000	0.00	

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im_disummary

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23722C
Division	Library Services		
Core -	Federal Aid to Public Libraries		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	600,000	0	600,000 E
PSD	0	2,150,000	0	2,150,000 E
TRF	0	0	0	0
Total	0	2,750,000	0	2,750,000 E

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	600,000	0	600,000 E
PSD	0	2,150,000	0	2,150,000 E
TRF	0	0	0	0
Total	0	2,750,000	0	2,750,000 E

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages. Libraries have identified needs to make increased use of technology and train staff and library users in its effective use. This implements the Missouri State Library's long-range plan to use federal funds to develop stronger library services.

3. PROGRAM LISTING (list programs included in this core funding)

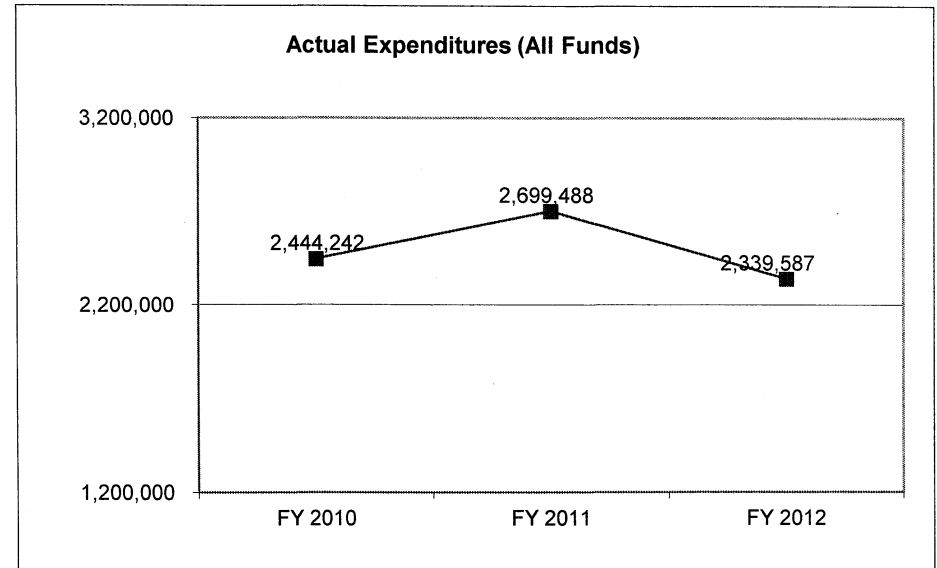
Federal Aid for Public Libraries

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23722C
Division	Library Services		
Core -	Federal Aid to Public Libraries		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.	
Appropriation (All Funds)	2,750,000	2,750,000	2,750,000	2,750,000	E
Less Reverted (All Funds)	0	0	0	N/A	
Budget Authority (All Funds)	2,750,000	2,750,000	2,750,000	N/A	
Actual Expenditures (All Funds)	2,444,242	2,699,488	2,339,587	N/A	
Unexpended (All Funds)	305,758	50,512	410,413	N/A	
Unexpended, by Fund:					
General Revenue	0	0	0	N/A	
Federal	305,758	50,512	410,413	N/A	
Other	0	0	0	N/A	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

LSTA funds may be spent over a two year period.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
FEDERAL AID FOR PUBLIC LIBRAR

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	631,508	0	631,508	
	PD	0.00	0	2,118,492	0	2,118,492	
	Total	0.00	0	2,750,000	0	2,750,000	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	631,508	0	631,508	
	PD	0.00	0	2,118,492	0	2,118,492	
	Total	0.00	0	2,750,000	0	2,750,000	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	631,508	0	631,508	
	PD	0.00	0	2,118,492	0	2,118,492	
	Total	0.00	0	2,750,000	0	2,750,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FEDERAL AID FOR PUBLIC LIBRAR								
CORE								
TRAVEL, IN-STATE	11,793	0.00	10,000	0.00	10,000	0.00	10,000	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	28,318	0.00	40,000	0.00	40,000	0.00	40,000	0.00
PROFESSIONAL DEVELOPMENT	11,705	0.00	45,000	0.00	45,000	0.00	45,000	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	524,679	0.00	524,299	0.00	524,299	0.00	524,299	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	75	0.00	1,000	0.00	1,000	0.00	1,000	0.00
EQUIPMENT RENTALS & LEASES	473	0.00	1,201	0.00	1,201	0.00	1,201	0.00
MISCELLANEOUS EXPENSES	19,592	0.00	10,000	0.00	10,000	0.00	10,000	0.00
TOTAL - EE	596,635	0.00	631,508	0.00	631,508	0.00	631,508	0.00
PROGRAM DISTRIBUTIONS	1,724,677	0.00	2,118,491	0.00	2,118,491	0.00	2,118,491	0.00
REFUNDS	18,275	0.00	1	0.00	1	0.00	1	0.00
TOTAL - PD	1,742,952	0.00	2,118,492	0.00	2,118,492	0.00	2,118,492	0.00
GRAND TOTAL	\$2,339,587	0.00	\$2,750,000	0.00	\$2,750,000	0.00	\$2,750,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$2,339,587	0.00	\$2,750,000	0.00	\$2,750,000	0.00	\$2,750,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Federal Aid for Public Libraries

1. What does this program do?

The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages, including targeted populations. The Missouri State Library is the State Library Administrative Agency for LSTA funds awarded annually to Missouri. Based on needs identified by Missouri libraries and a formal evaluation of the 2008-2012 State Five Year Plan, approved by the Institute for Museum and Library Services (IMLS), the federal agency which administers the LSTA funds, the Missouri State Library developed a Five Year Plan for 2013-2017. As required, the Plan was approved by the Institute for Museum and Library Services.

To implement the 2013-2017 Five Year Plan, the Missouri State Library developed programs to :

1. Build and sustain information resources
2. Target library and information services
3. Strengthen the library workforce

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Library Services and Technology Act; Public Law 104-208 as amended.

3. Are there federal matching requirements? If yes, please explain.

Yes, states must provide a 34% match in general revenue funding. Funds appropriated for the Remote Electronic Access for Libraries Program provide the match. States are also required to maintain their level of effort of expenditures for libraries purposes, as calculated over a 3-year average.

4. Is this a federally mandated program? If yes, please explain.

All states receive funds under The Museum and Library Services Act of 2003. Funds are calculated by formula under the law and reserved to the states.

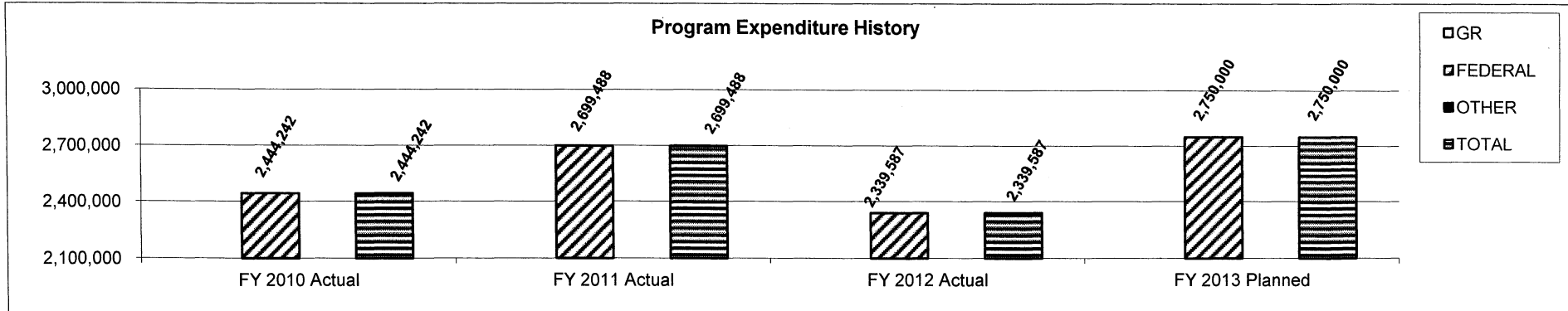
PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Federal Aid for Public Libraries

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

7a. Provide an effectiveness measure.

All grant applications require detailed evaluation plans. For FY12, 140 of 155 grant applications were awarded LSTA funding. This indicates most libraries submitting applications were able to follow grant guidelines and propose projects that met requirements for appropriate use of funds in their communities. Grantees are required to report impact of their individual projects, and describe how services are improved through acquisition of up-to-date technology, or programs to reach populations with difficulty using libraries due to transportation or other barriers. The LSTA 2008-2012 evaluation showed 72% of public libraries consider LSTA-funded opportunities as Very Important or Critical in being able to serve clients well.

7b. Provide an efficiency measure.

New project managers and others needing to be updated on grant guidelines participated in training sessions to increase their understanding of requirements for grant management. Libraries participating in training exhibit better compliance with reporting deadlines and providing information needed to document grant activity. Survey results from the LSTA FY2008-2012 evaluation show that staff feel well supported in the application process, with 84% rating the guidance provided as very good or excellent.

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Federal Aid for Public Libraries

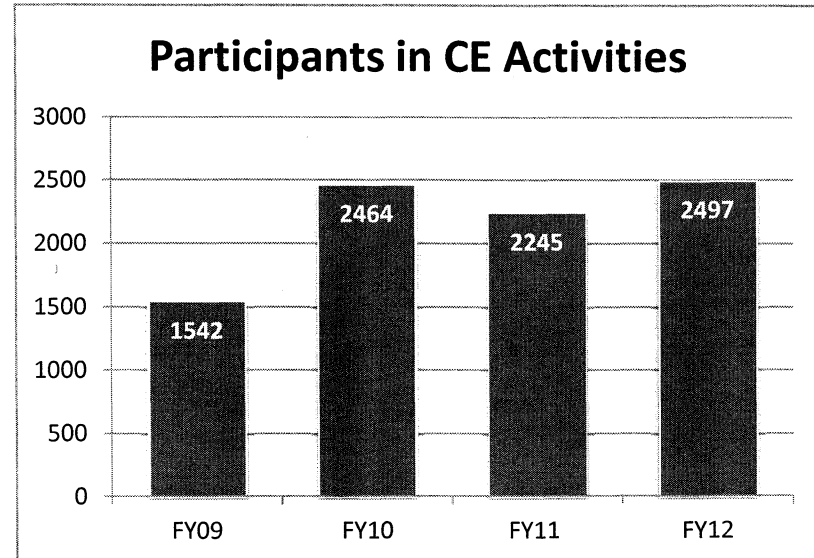
7c. Provide the number of clients/individuals served, if applicable.

Number of library staff participating in continuing education activities

7d. Provide a customer satisfaction measure, if available.

Library staff give consistently high ratings to training provided, whether in person or online.

Surveys results from the LSTA FY2008-2012 evaluation show that CE training events are perceived by most participants as being an effective tool for increasing understanding of new library practices and procedures. Furthermore, most participants report sharing information with other staff and applying what they have learned to programming and services.



DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
LIBRARY NETWORKING FUND									
CORE									
EXPENSE & EQUIPMENT									
LIBRARY NETWORKING FUND	48,534	0.00	25,001	0.00	25,001	0.00	25,001	0.00	
TOTAL - EE	48,534	0.00	25,001	0.00	25,001	0.00	25,001	0.00	
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	14,201	0.00	1,574,999	0.00	1,574,999	0.00	1,574,999	0.00	
TOTAL - PD	14,201	0.00	1,574,999	0.00	1,574,999	0.00	1,574,999	0.00	
TOTAL	62,735	0.00	1,600,000	0.00	1,600,000	0.00	1,600,000	0.00	
Increase A & E per 143.183RSMo - 1231002									
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	0	0.00	0	0.00	1,839,000	0.00	700,000	0.00	
TOTAL - PD	0	0.00	0	0.00	1,839,000	0.00	700,000	0.00	
TOTAL	0	0.00	0	0.00	1,839,000	0.00	700,000	0.00	
GRAND TOTAL	\$62,735	0.00	\$1,600,000	0.00	\$3,439,000	0.00	\$2,300,000	0.00	

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23727C
Division	Library Services		
Core -	Library Networking Fund		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001
PSD	0	0	1,574,999	1,574,999
TRF	0	0	0	0
Total	0	0	1,600,000	1,600,000

FTE 0.00 0.00 0.00 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Library Networking Fund (0822)

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001
PSD	0	0	1,574,999	1,574,999
TRF	0	0	0	0
Total	0	0	1,600,000	1,600,000

FTE 0.00 0.00 0.00 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers is entitled to be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

3. PROGRAM LISTING (list programs included in this core funding)

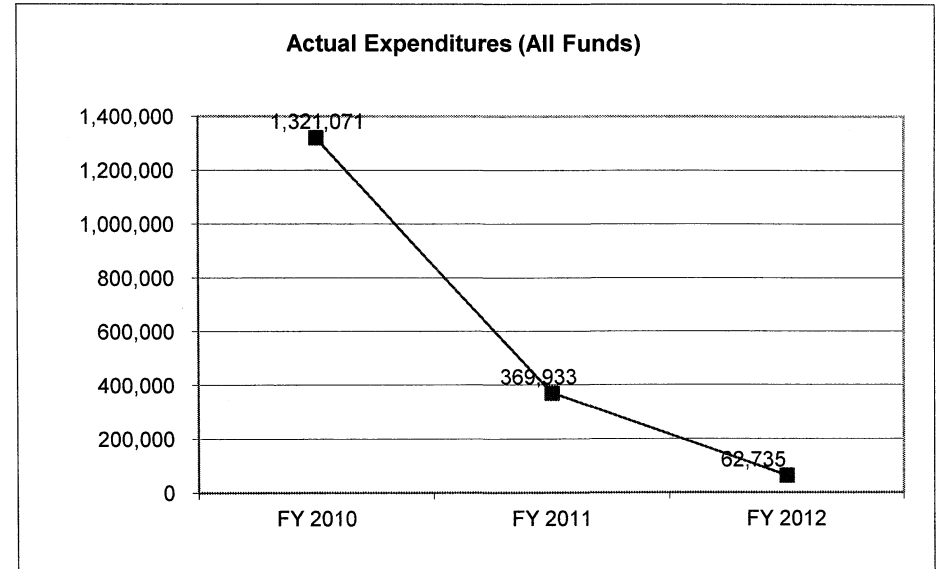
Library Networking Fund

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	<u>23727C</u>
Division	Library Services		
Core -	Library Networking Fund		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	4,507,501	950,000	450,000	1,600,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,507,501	950,000	450,000	N/A
Actual Expenditures (All Funds)	1,321,071	369,933	62,735	N/A
Unexpended (All Funds)	3,186,430	580,067	387,265	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	3,186,430	580,067	387,265	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

An NDI was completed in FY11 for \$1,542,500
However, the associated Library Networking Fund Transfer NDI was not funded.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
LIBRARY NETWORKING FUND

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,574,999	1,574,999	
	Total	0.00	0	0	1,600,000	1,600,000	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,574,999	1,574,999	
	Total	0.00	0	0	1,600,000	1,600,000	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,574,999	1,574,999	
	Total	0.00	0	0	1,600,000	1,600,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIBRARY NETWORKING FUND								
CORE								
TRAVEL, IN-STATE	3,730	0.00	1,500	0.00	1,500	0.00	1,500	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
SUPPLIES	8,679	0.00	1,501	0.00	1,501	0.00	1,501	0.00
PROFESSIONAL DEVELOPMENT	10,574	0.00	1,500	0.00	1,500	0.00	1,500	0.00
COMMUNICATION SERV & SUPP	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
PROFESSIONAL SERVICES	22,601	0.00	1,500	0.00	1,500	0.00	1,500	0.00
M&R SERVICES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
COMPUTER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
MOTORIZED EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
OFFICE EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
OTHER EQUIPMENT	2,920	0.00	1,500	0.00	1,500	0.00	1,500	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
MISCELLANEOUS EXPENSES	30	0.00	5,500	0.00	5,500	0.00	5,500	0.00
TOTAL - EE	48,534	0.00	25,001	0.00	25,001	0.00	25,001	0.00
PROGRAM DISTRIBUTIONS	9,902	0.00	1,574,999	0.00	1,574,999	0.00	1,574,999	0.00
REFUNDS	4,299	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PD	14,201	0.00	1,574,999	0.00	1,574,999	0.00	1,574,999	0.00
GRAND TOTAL	\$62,735	0.00	\$1,600,000	0.00	\$1,600,000	0.00	\$1,600,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$62,735	0.00	\$1,600,000	0.00	\$1,600,000	0.00	\$1,600,000	0.00

PROGRAM DESCRIPTION

Department: Secretary of State, Library Services

Program Name: Library Networking Fund

Program is found in the following core budget(s): Library Networking Fund

1. What does this program do?

This program provides funds to Missouri public libraries for books, audio, video, and other information materials to meet citizens' needs for learning and authoritative information. In fields where information changes rapidly, such as health, sciences, business, and consumer information, new items must be purchased regularly to avoid incorrect and sometimes harmful information. Families need interesting, well-written, attractive materials to develop children's interest in reading and learning, whether or not they can afford to purchase them. Reading aloud to young children has been found to be a major factor in later reading achievement. Students and adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information is accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. In accordance with 143.183 RSMo, ten percent of the annual estimate of taxes generated from the nonresident entertainer and professional athlete income tax is to be allocated and transferred to the Library Networking Fund for distribution to public libraries. In addition, gifts, contributions and bequests from federal, private, or other sources may also be deposited to the Library Networking Fund and used according to the purpose of the gift. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

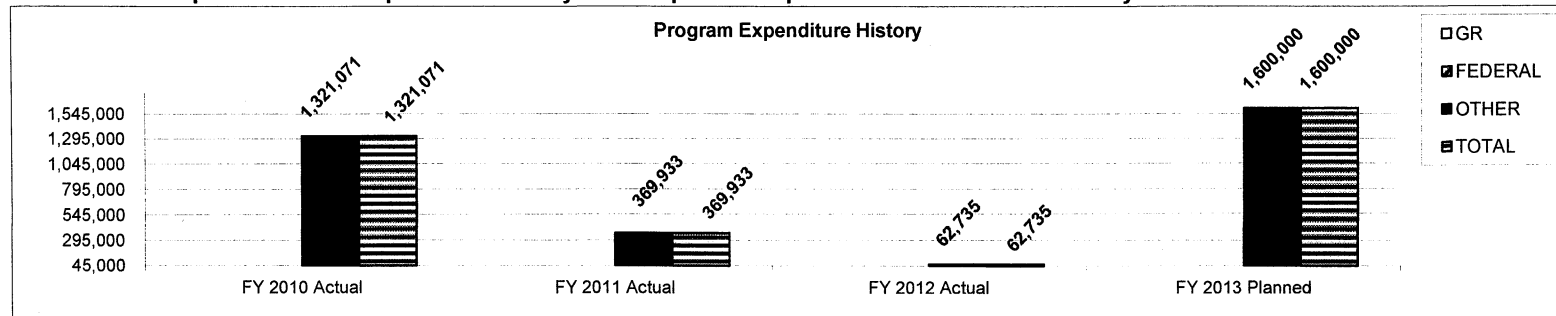
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State, Library Services

Program Name: Library Networking Fund

Program is found in the following core budget(s): Library Networking Fund

6. What are the sources of the "Other " funds?

Private donations and grants

7a. Provide an effectiveness measure.

The payments to public libraries from the Non-Resident Athletes and Entertainers Income Tax fund allows more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

7b. Provide an efficiency measure.

Missouri ranked 14th among all states in per capita usage of library materials in FY2010

7c. Provide the number of clients/individuals served, if applicable.

	2008	2009	2010	2011
Eligible library districts	167	166	165	164
Population	5,119,955	5,120,274	5,118,756	5,460,352
Materials circulated	47,904,968	51,139,852	54,046,193	54,194,171
per capita	9.4	10.0	10.6	9.9

7d. Provide a customer satisfaction measure, if available.

DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
LIBRARY NETWORKING-TRANSFER									
CORE									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00	
TOTAL - TRF	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00	
TOTAL	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00	
Inc Transfer for A & E - 1231003									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	0	0.00	3,239,000	0.00	700,000	0.00	
TOTAL - TRF	0	0.00	0	0.00	3,239,000	0.00	700,000	0.00	
TOTAL	0	0.00	0	0.00	3,239,000	0.00	700,000	0.00	
GRAND TOTAL	\$0	0.00	\$100,000	0.00	\$3,339,000	0.00	\$800,000	0.00	

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CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23727C
Division	Library Services		
Core -	Library Networking Fund Transfer		

1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	100,000	100,000
Total	0	0	100,000	100,000

FTE	0.00	0.00	0.00	0.00
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Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	100,000	100,000
Total	0	0	100,000	100,000

FTE	0.00	0.00	0.00	0.00
-----	------	------	------	------

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Library Networking Fund (0822)

Other Funds:

2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers is entitled to be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

3. PROGRAM LISTING (list programs included in this core funding)

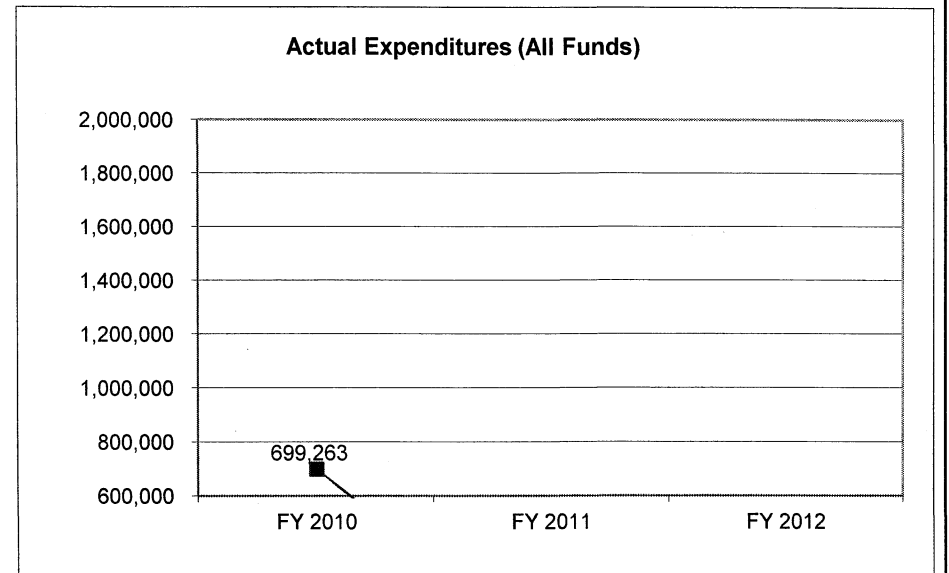
Library Networking Fund

CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23727C
Division	Library Services		
Core -	Library Networking Fund Transfer		

4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	1,607,500	0	0	100,000 E
Less Reverted (All Funds)	(908,237)	0	0	N/A
Budget Authority (All Funds)	699,263	0	0	N/A
Actual Expenditures (All Funds)	699,263	0	0	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

An NDI was completed in FY10 for \$2,270,000 (Gates grant in the amount of \$1,000,000 and a Library Networking Fund increase of \$1,270,000). However, the associated Library Networking Fund Transfer NDI was not funded.

CORE RECONCILIATION DETAIL

SECRETARY OF STATE
LIBRARY NETWORKING-TRANSFER

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	TRF	0.00	100,000	0	0	100,000	
	Total	0.00	100,000	0	0	100,000	
DEPARTMENT CORE REQUEST							
	TRF	0.00	100,000	0	0	100,000	
	Total	0.00	100,000	0	0	100,000	
GOVERNOR'S RECOMMENDED CORE							
	TRF	0.00	100,000	0	0	100,000	
	Total	0.00	100,000	0	0	100,000	

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIBRARY NETWORKING-TRANSFER								
CORE								
TRANSFERS OUT	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00
TOTAL - TRF	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00
GRAND TOTAL	\$0	0.00	\$100,000	0.00	\$100,000	0.00	\$100,000	0.00
GENERAL REVENUE	\$0	0.00	\$100,000	0.00	\$100,000	0.00	\$100,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Networking Fund Transfer

Program is found in the following core budget(s): Library Networking Fund Transfer

1. What does this program do?

State statute (143.183 RSMo) requires the transfer of ten percent of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials, adding to the funding used to meet Missourians' need for accurate and reliable information from libraries. In addition to this transfer, monies received from gifts, contributions, grants or bequests from federal, private or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

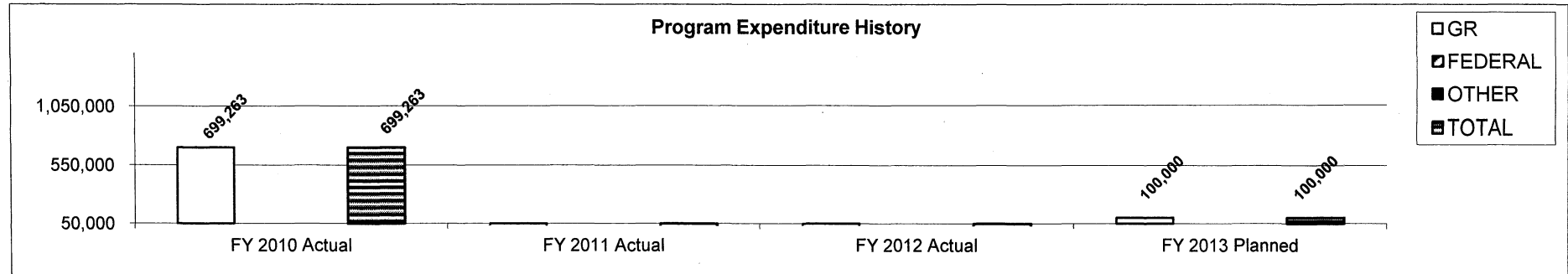
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Library Networking Fund Transfer

Program is found in the following core budget(s): Library Networking Fund Transfer

6. What are the sources of the "Other " funds?

7a. Provide an effectiveness measure.

The payments to public libraries from the Non-Resident Athletes and Entertainers Income Tax fund allows more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

7b. Provide an efficiency measure.

Missouri ranked 14th among all states in per capita usage of library materials in FY2010.

7c. Provide the number of clients/individuals served, if applicable.

	2008	2009	2010	2011
Eligible library districts	167	166	165	164
Population	5,119,955	5,120,274	5,118,756	5,460,352
Materials circulated	47,904,968	51,139,852	54,046,193	54,194,171
per capita	9.4	10.0	10.6	9.9

7d. Provide a customer satisfaction measure, if available.

NEW DECISION ITEM
RANK: 5 OF 6

Department: Missouri State Library	Budget Unit 3520
Division: Library Development	
DI Name: Library Networking Fund Increase	DI# 1231002

1. AMOUNT OF REQUEST

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	1,839,000	1,839,000
TRF	0	0	0	0
Total	0	0	1,839,000	1,839,000
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Library Networking

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	700,000	700,000
TRF	0	0	0	0
Total	0	0	700,000	700,000
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restoration of Statutory Program	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of accurate and reliable library materials to meet Missourian's research and information needs . In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

NEW DECISION ITEM
RANK: 5 OF 6

Department: Missouri State Library	Budget Unit <u>3520</u>
Division: Library Development	
DI Name: Library Networking Fund Increase	DI# 1231002

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

Each year the Dept. of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is based on the FY14 estimated receipts from the tax on nonresidents out-of-state athletes and entertainers as reported by the Office of Administration.

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>
							0		
							0		
Total EE	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Program Distributions BOBC 800					1,839,000		1,839,000		
Total PSD	<u>0</u>		<u>0</u>		<u>1,839,000</u>		<u>1,839,000</u>		<u>0</u>
Transfers									
Total TRF	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
Grand Total	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>1,839,000</u>	<u>0.0</u>	<u>1,839,000</u>	<u>0.0</u>	<u>0</u>

NEW DECISION ITEM
RANK: 5 OF 6

Department: Missouri State Library		Budget Unit <u>3520</u>							
Division: Library Development									
DI Name: Library Networking Fund Increase		DI# 1231002							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions BOBC 800					700,000		700,000		
Total PSD	0		0		700,000		700,000		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	700,000	0.0	700,000	0.0	0

NEW DECISION ITEM
RANK: 5 OF 6

Department: Missouri State Library	Budget Unit <u>3520</u>
Division: Library Development	
DI Name: Library Networking Fund Increase	DI# 1231002

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

6a. Provide an effectiveness measure.

Payments made to public libraries from the Non-Resident Athletes and Entertainers income Tax fund will allow more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

6b. Provide an efficiency measure.

Number of books and materials added to library collections based on average cost of \$30 per item

	2010	2011	2012	2013
Fund	\$680,000	\$0	\$0	\$100,000
No. of books	22,667	0	0	3,300 est.

6c. Provide the number of clients/individuals served, if applicable.

5,450,526 residents of Missouri's 164 library districts.

6d. Provide a customer satisfaction measure, if available.

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

Materials expenditures are tracked and will be used in comparison with historical data to gauge collection growth and compliance with the Missouri Public Library Standards.

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIBRARY NETWORKING FUND								
Increase A & E per 143.183RSMo - 1231002								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	1,839,000	0.00	700,000	0.00
TOTAL - PD	0	0.00	0	0.00	1,839,000	0.00	700,000	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$1,839,000	0.00	\$700,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$1,839,000	0.00	\$700,000	0.00

NEW DECISION ITEM
RANK: 6 OF 6

Department: Missouri State Library	Budget Unit: 23728C
Division: Library Development	
DI Name: Library Networking Fund Transfer Increase	DI# 1231003

1. AMOUNT OF REQUEST

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	3,239,000	0	0	3,239,000
Total	3,239,000	0	0	3,239,000
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Library Networking

	FY 2014 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	700,000	0	0	700,000
Total	700,000	0	0	700,000
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restoration of Statutory Program	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizen needs for accurate and reliable information. In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

NEW DECISION ITEM
RANK: 6 OF 6

Department: Missouri State Library	Budget Unit 23728C								
Division: Library Development									
DI Name: Library Networking Fund Transfer Increase DI# 1231003									
<p>Missouri public libraries that met eligibility requirements received Gates Foundation grant funds to increase access to computer services for their communities. The amount of the grants was determined through an application process. Each library district is required to provide local matching funds and meet other requirements. The State Library serves as the administrator for the subgrants to the public library districts.</p>									
<p>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</p>									
<p>Each year the Dept. of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is due to estimated receipts from the tax on nonresidents out-of-state athletes and entertainers.</p>									
<p>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</p>									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions BOBC 800					0		0		
Total PSD	0		0		0		0		0
Transfers	3,239,000				0		3,239,000		
Total TRF	3,239,000		0		0		3,239,000		0
Grand Total	3,239,000	0.0	0	0.0	0	0.0	3,239,000	0.0	0

NEW DECISION ITEM
RANK: 6 OF 6

Department: Missouri State Library									
Division: Library Development									
DI Name: Library Networking Fund Transfer Increase DI#1231003									
Budget Unit 23728C									
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
					0		0		
Total PSD	0		0		0		0		0
Transfers	700,000						700,000		
Total TRF	700,000		0		0		700,000		0
Grand Total	700,000	0.0	0	0.0	0	0.0	700,000	0.0	0

NEW DECISION ITEM
RANK: 6 **OF** 6

Department: Missouri State Library	Budget Unit <u>23728C</u>
Division: Library Development	
DI Name: Library Networking Fund Transfer Increase DI# 1231003	

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

6a. Provide an effectiveness measure.

Payments made to public libraries from the Non-Resident Athletes and Entertainers income Tax fund will allow more public libraries to meet the standards for size of collection as determined in the Missouri Public Library Standards.

6b. Provide an efficiency measure.

Number of books and materials added and estimated to library collections based on average cost of \$30 per item

	2010	2011	2012	2013
Fund	\$680,000	\$0	\$0	\$100,000
No. of books	26,667	29,100	22,667	3,300 est.

6c. Provide the number of clients/individuals served, if applicable.

5,450,526 residents of Missouri's 164 library districts.

6d. Provide a customer satisfaction measure, if available.

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

Materials expenditures are tracked and will be used in comparison with historical data to gauge collection growth and compliance with the Missouri Public Library Standards.

DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	FY 2014	FY 2014
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIBRARY NETWORKING-TRANSFER								
Inc Transfer for A & E - 1231003								
TRANSFERS OUT	0	0.00	0	0.00	3,239,000	0.00	700,000	0.00
TOTAL - TRF	0	0.00	0	0.00	3,239,000	0.00	700,000	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$3,239,000	0.00	\$700,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$3,239,000	0.00	\$700,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00